



Job Description – Assistant Year Manager

Purpose:	To work closely with the Achievement and Access Team at TRS in order to support each of the Year Managers. To confidently support the aims and objectives of the school. Support TRS Year Managers to enable a culture of personal excellence across all student year groups.
Reporting to:	Achievement and Access Manager
Liaising with:	Year Managers and other teaching and support staff across school
DBS Check	Enhanced Level
Working Time	Full Time – 36.66 hours per week (Term Time Only) + 1 additional day
Salary	Grade 5, Points 18-23, £31,537 - £34,434 (£26,453 - £29,799 pro rata applied) plus an allowance of £2,200 per annum for duties.

Specific Duties

- To be a member of TRS support staff;
- To be familiar with and enact TRS policies and procedures;
- To actively promote Corporate Excellence within the school.
- To support the Year Managers in the development and delivery of assemblies for the Year groups
- To deputise for a Year Manger in the event of their absence;
- To supervise 'Catch-Up' sessions with students at the end of the school day;
- To actively support the administration and delivery of the school's rewards system;
- To provide excellent administration and day to day support for the Achievement and Access Team
- To confidently deal with staff, students, parents and outside agencies;
- To monitor and update the behaviour tracker;
- To support the Year Managers with liaison with Heads of Faculty/Department regarding student achievement
- To support students in their learning, and encourage positive attitudes and behaviour in and around school
- To assist Year Managers in the transition arrangements throughout the school day at the beginning, during, and end of the day for students
- To monitor punctuality and attendance;



- To support the Year Managers in managing behaviour of the Year group;
- To be available for students in the Year groups throughout the day;
- To support the organisation of Parents' Consultation and information evenings
- In liaison with the Year Managers, support the smooth operation of the call out system
- To attend training that is identified as essential professional development to enhance effectiveness and impact

General Duties

- Be aware of, and comply with, policies relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to a nominated person
- Contribute to the overall work, smooth running and ethos of the school
- Attend and participate in meetings as required
- Improve one's own practice through training, self-evaluation and performance management
- Assist with the supervision of students out of direct lesson time, including before and after school and at lunch time, within working hours
- Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher
- Management of administrative resources for the Achievement and Access Team
- School Equipment
- To undertake other duties within the school in line with changing circumstances as agreed with the headteacher
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues, lead by example and provide a welcoming environment to visitors and telephone callers
- The school will endeavour to make any necessary reasonable adjustments to the job and the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- To maintain a good attendance record (adjustments for reasons of disability notwithstanding).



The Radclyffe School
"Working Together for Excellence"



Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: March 2026

Headteacher Mr J Clegg



Person Specification – Assistant Year Manager

	Essential / Desirable	Application/ Interview
Qualifications		
A*-C (4-9) grade in G.C.S.E. English and Maths 2 GCE Advanced levels or equivalent qualification	E	A
There should be evidence that you are committed to your own professional development in support of school priorities.	E	A
First Aid at work certificate (desirable)	D	A
Fire Marshal Training	D	A
Experience		
Experience of working with children (11-16) in an educational setting	E	A/I
An awareness of children’s development and learning	E	A/I
Experience of resources preparation	E	A/I
Familiar with the use of technological equipment e.g. video, photocopier;	E	A/I
Understanding of inclusion and how it applies in a school setting	E	A/I
Liaising effectively with colleagues;	E	A/I
Promoting good progress and outcomes	E	A/I
Putting well developed interpersonal skills to good use.	E	A/I
Skills and Abilities		
Be adaptable;	E	A/I
Interact with colleagues, students, parents/carers, outside agencies and the community;	E	A/I
Contribute to wider aspects of school life;	E	A/I
Work positively with support staff and other colleagues;	E	A/I
Work on your own initiative;	E	A/I
Relate to, and promote, the ethos of the school.	E	A/I



The Radclyffe School
"Working Together for Excellence"



Work flexibly as the workload demands	E	A/I
Occasional out of hours working to support school functions	E	A/I
Excellent attendance record (*)	E	A/I