

Assistant Year Manager

Temporary Position

Recruitment Pack





BUILDING BRIGHTER FUTURES

Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with us.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.



Matt Nicolle

Head Teacher



Redmoor Academy has a long standing reputation as an excellent school that provides a high quality education for all students, high expectations both in and out of the classroom and superb pastoral care. Our overarching aim of “Excellence, opportunities and success for all,” perfectly captures our aspirational and inclusive ethos

We set high aspirations within a culture of academic excellence, teaching the majority of subjects in mixed attainment groups and are passionate in our desire for every student to be successful. Our ethos is underpinned by a strong and supportive pastoral culture which promotes pupil well-being, as we believe in the education of the whole child in order to equip them to be good citizens in society.

We see Redmoor as being at the heart of the local community. Involving parents, local businesses and organisations in our school is central to our success.

The impact we have on our students has been recognized in our most recent Ofsted inspection in September 2021 where we were judged securely “good” in all areas, demonstrated by 7 years of positive Progress 8 and fantastic GCSE outcomes for students, evidenced in the social development of our students as they become valuable members of the community and affirmed by the significant over subscription for places in Year 7 we experience every year.

Our CPD programme invests in the continued CPD of all colleagues, focusing on whole school priorities and the continuous development of pedagogy based on research, best practice and excellent links with other schools. We offer individualised CPD pathways which support staff at all stages of their career progression including coaching, in-house training and National Professional Qualifications for middle and senior leaders.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	ASSISTANT YEAR MANAGER	
OPPORTUNITY	We are seeking to temporarily appoint an excellent assistant year manager to join Redmoor Academy from January 2026 until December 2026. The School provides an excellent curriculum provision and continually achieve strong results. An ambitious and innovative assistant year manager will thrive in this environment and will be offered plentiful opportunity for further progression. As a qualified assistant year manager, you will possess a passion for raising achievement and an aptitude for overcoming barriers to learning. Dynamic and creative, you will be a team player and able to inspire others around you.	
REPORTING TO	Year Manager	
LOCATION	Based at Redmoor Academy with a requirement to travel to work at or for schools in the Trust.	
SALARY/ HOURS	Grade 4 - £22, 632 - £25, 732 pro rata [£26,243 - £29,838 full time equivalent] 37 hours a week / 39 weeks per annum Monday – Thursday: 8.00 am – 4.00 pm temporary position Friday: 8.00 am – 3.30 pm January 2026 - December 2026	
BENEFITS ENHANCING WORKING LIVES	- Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements www.thefuturestrust.org.uk/why-work-for-the-futures-trust	



▼ Job Description

Job Purpose:

To manage aspects of the day-to-day organisation of student behaviour support strategies. Work with individual students who are at risk of exclusion or have attendance difficulties or are vulnerable. Encourage and support all students to improve behaviour, attendance, wellbeing and have a positive impact on their overall development. Additionally, implement pastoral interventions that could assist academic progress

Duties and responsibilities:

- To investigate and respond effectively to any behaviour incidents that take place, creating and maintaining effective, immediate intervention strategies for behaviour incidents. Where appropriate sanction students in accordance to behaviour policy.
- Working with an emphasis on inclusive support using key worker skills with high profile students.
- To participate in the assessment of students entering or returning to school in order to identify those who need extra help in overcoming issues relating to attendance, behaviour and following a period of exclusion. To work collaboratively with Year Managers in underpinning support strategies implementing return to school.
- Build good working relationships with tutors and nurture the feeling of belonging to a year team.
- Support tutors and Year Managers as needed with issues arising.
- Attend daily pastoral meetings and weekly year group meetings.
- Meet with the Link Year Manager and support the completion of ECM updates and meetings.
- Quality Assure standards within tutor groups with Link SLT and Link Year Manager.
- Provide relevant information to staff via School Robins and act as a point of contact for all issues staff may have with regard to your year group or individual students.
- Maintain a strong overview of positive and negative behaviour in the year group using class charts.

Duties and responsibilities Continued:

- Continually monitor activity on class charts, both in 'real time' where possible to identify issues in classrooms as well as analysing student behaviour and interactions across the year groups. Create and circulate Class Charts behaviour reports to tutor teams in order to track student behaviour and identify strengths and issues as needed (in collaboration with the Year Manager).
- Be a part of the roaming timetable and undertake checks on all identified 'hot spots' throughout the school during the allocated times.
- To promote the development of students self-reliance, self-esteem and emotional resilience.
- To liaise with PP mentors and the Safeguarding team regarding student referrals for counselling, Teen-health and other external agencies. Identify individuals who would benefit from mentoring with Year Managers rather than needing counseling. Work with Progress Leaders when they are preparing mentoring programmes between students and staff members, to ensure the students receiving mentoring are the most in need.
- To support the physical, intellectual, emotional and social development of students, facilitating children and young people's learning and development.
- To promote, observe and report on student performance and development, using assessment strategies to improve learning. Communicate and plan effectively with the year group progress lead.
- To liaise with the SEND department regarding students' additional needs. This can include involvement in completing referrals to the Educational Psychologist and attendance at Annual Reviews where appropriate. Maintaining accurate records and ensuring that information is circulated to teaching staff where necessary.
- To promote the development of positive relationships and acceptable behaviour in accordance with school policy.
- To work collaboratively with colleagues, providing consistent and effective support to all staff and working constructively as a member of the Pastoral Department.
- To work in partnership with all staff responsible for the students receiving support and intervention, seeking to reach acceptable outcomes that meet the needs of the student, overcoming the behaviours and attitudes that inhibit their progress at school.
- To work in partnership with Heads of Departments and teachers to develop effective strategies to remove barriers to learning.
- To develop knowledge and appreciation of the range of programmes, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for "at risk" students.
- To have a high-profile presence amongst the students, taking an active interest in their learning activities, behaviour and progress.
- To produce, maintain and safely record thorough statements in connection to investigations of an incident.
- To follow the pre and post sanction systems in place where issues arise with a clear restorative approach, including implementing de-escalation techniques.
- To oversee and coordinate internal exclusions, communicating effectively with Year Managers and the pastoral department.
- To support and or deliver year group assemblies.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To participate with duties, including the running and managing of detentions in order to support the consequence system.
- To cover the year managers job duties in their absence.
- Monitor and evaluate behaviour support effectiveness using school IT systems, and SIMS reports and information.
- To establish clear, focused and consistent routines in the isolation room and behaviour support office ensuring students follow the expectations framework.
- Instigate, monitor, update and report on behaviour plans, strategies and concerns.
- Coordinate, attend and review parental meetings regarding students.



Duties and responsibilities Continued:

- After suitable training, undertake routine risk assessments of all aspects of responsibilities covered in the job description
- To liaise with other HBEP schools in accommodating their students in our isolation room and in turn, them accepting our students
- Assistant Year Managers may be required to support the Year Manager with managed moves.
- To timely record meetings and interventions with all stakeholders on classcharts, provision map or spreadsheets.
- Assistant Year Manager should work with the pastoral team to gather evidence of interventions, behaviour reports, Goodmans, Boxalls etc.
- Participate in the school's appraisal process conducting an Inquiry Question evidence-based project.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.



Person Specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	• 5+ GCSE's including English and Maths • Full driving licence and own transport		Application form Certificates
SKILLS AND ABILITIES	• Outstanding communication skills; both effective verbally and in writing. Able to adapt to the range of audiences and contacts associated with the role. • High levels of discretion and sensitivity, understanding the need for confidentiality and appropriate sharing of information. • Able to keep detailed, secure and accurate records, and to manage information in accordance with the Data Protection Act and General Data Protection Regulations. • Ability to work effectively as part of a team. • Empathy with children and young people. • Able to effectively use ICT systems. • Good interpersonal skills. • Ability and willingness to undertake professional development. • Effective use of authority and maintaining discipline.		Application form Interview
EXPERIENCE	• Previous experience of working with young people in a school environment		Application form Interview Assessment

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
KNOWLEDGE & UNDERSTANDING	Knowledge of school systems and structures • Relevant data protection legislation and regulations including the Data Protection Act and the General Data Protections Regulations • Ability to effectively manage student behaviour in accordance with school policy and procedure	Knowledge of pastoral and welfare	Interview Assessment
OTHER REQUIREMENTS	• Willingness to undertake annual training, and to remain up to date with local and national developments through network meetings, email updates and reviewing documents on an ongoing basis • A professional role model who is committed to their own professional development and to developing others • Able to work flexibly, and to attend meetings and INSET days as required		Interview



How to apply

Closing date:

Friday 28th November 2025

Interviews:

Week Commencing 1st December 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

tel: 02477 102134.

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Redmoor Academy Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.