



ASSISTANT YEAR LEADER
GRADE D – £27,780 - £30,564 (FTE)/£23,762 - £26,143 (actual)
(depending on experience)
37 hours per week/39 weeks per year
Part time hours considered
REQUIRED September 2026

We have a vacancy within the college for an Assistant Year Leader to work within the behaviour team. We are looking to appoint an enthusiastic and inspirational person who is committed to ensuring that every student reaches their full potential.

As an Assistant Year Leader, you will assist with the work of the Head of Year -

- taking day to day responsibility for providing pastoral support and guidance to students in a specific year group
- contributing to whole college behaviour management
- supporting staff on issues concerning students' personal development and welfare
- assisting the development and implementation of the Behaviour Policy and other related policies and practices
- assisting with the development and implementation of Individual Education Plans, Pastoral Support Plans and Education and Health Care Plans
- providing the appropriate information, advice and guidance enabling students to make responsible choices concerning their health, behaviour and safety
- fulfilling daily duties including contacting parents, keeping up to date and maintaining records of attendance and behaviour and completing clerical/admin tasks as designated by the Head of Year Leader/ Behaviour Manager.

This post operates as part of the Behaviour Support Team and day to day operations will be directed by the Behaviour Manager, the role requires the post holder to work as a team to –

- ensure work is available for students in Student Support
- be responsible for setting detentions and be responsible for arranging off site isolation places
- be responsible for taking statements from young people and summarising the incidents for further action and for phoning home to update parents on outcomes from investigations
- ensure that all paperwork around daily incidents is recorded
- complete reduced hours provision returns to county and complete racist/violent/prejudicial incident returns to county
- supervise students in the student support room

This college, and Hampshire County Council, are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring check as well as other relevant pre-employment checks including online searches.

Application forms and supporting documentation can be found on the college website www.henry-cort.hants.sch.uk under the Opportunities tab. We reserve the right to close the advert early should a suitable candidate be found.

Please send completed applications and covering letters to:
recruitment@henrycort.org

Closing date for applications: Noon, Wednesday 15th July 2026