



# Head of College Candidate Information

Closing Date - Monday 26 April 2021







# Head of College Candidate Information



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# Head of College Candidate Information

## Welcome from our Executive Principal

Dear Candidate,

May I take this opportunity to warmly welcome you as a prospective candidate to the Plume Academy Family!

I genuinely believe you will find that our collaborative ethos, together with the academy's strong sense of community, produce an exciting and aspirational environment in which to work.

Our vision is based on three core values: to be an education provider of choice for our students, an education provider of choice for our parents and carers, and an employer choice for our staff. To me, each employee has a vital part to play in helping the academy to successfully achieve as well as maintain these.

At the very heart of our vision and ethos is our Discipline with Dignity mantra which ensures that we respect ourselves, each other and our environment and local community each and every day, without exception.

We have prepared this guide to support all candidates with an understanding of how we work together as well as support one another.

I wholeheartedly hope that should your application be successful, you will find your work as a member of the Plume Family both pleasant and rewarding, and that your time at the academy will also provide many opportunities for you to grow and develop as an individual, as well as achieve many successes within our educational setting which we are all proud to be part of.

Yours sincerely,

Carl Wakefield, Executive Principal





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## Our Community and History

Welcome to Plume Academy, the first choice academy for the majority of families in the local area and one full of history, having first opened our doors in 1608 in the town of Maldon.

The ancient market town of Maldon sits proudly perched on the top of a steep hill. It has a fascinating and diverse history and a vibrant community feel to it, bringing visitors back time and again. With an architecturally interesting High Street filled with independent shops, the town attracts both local people and interested tourists.

Plume Academy is at the heart of a community that stretches back to the Anglo-Saxons, Viking battles and Domesday Book references. Today it is well known for amongst other things, being the home of Maldon Sea Salt, The Maldon Mud Race and, the famous Thames Sailing Barges.

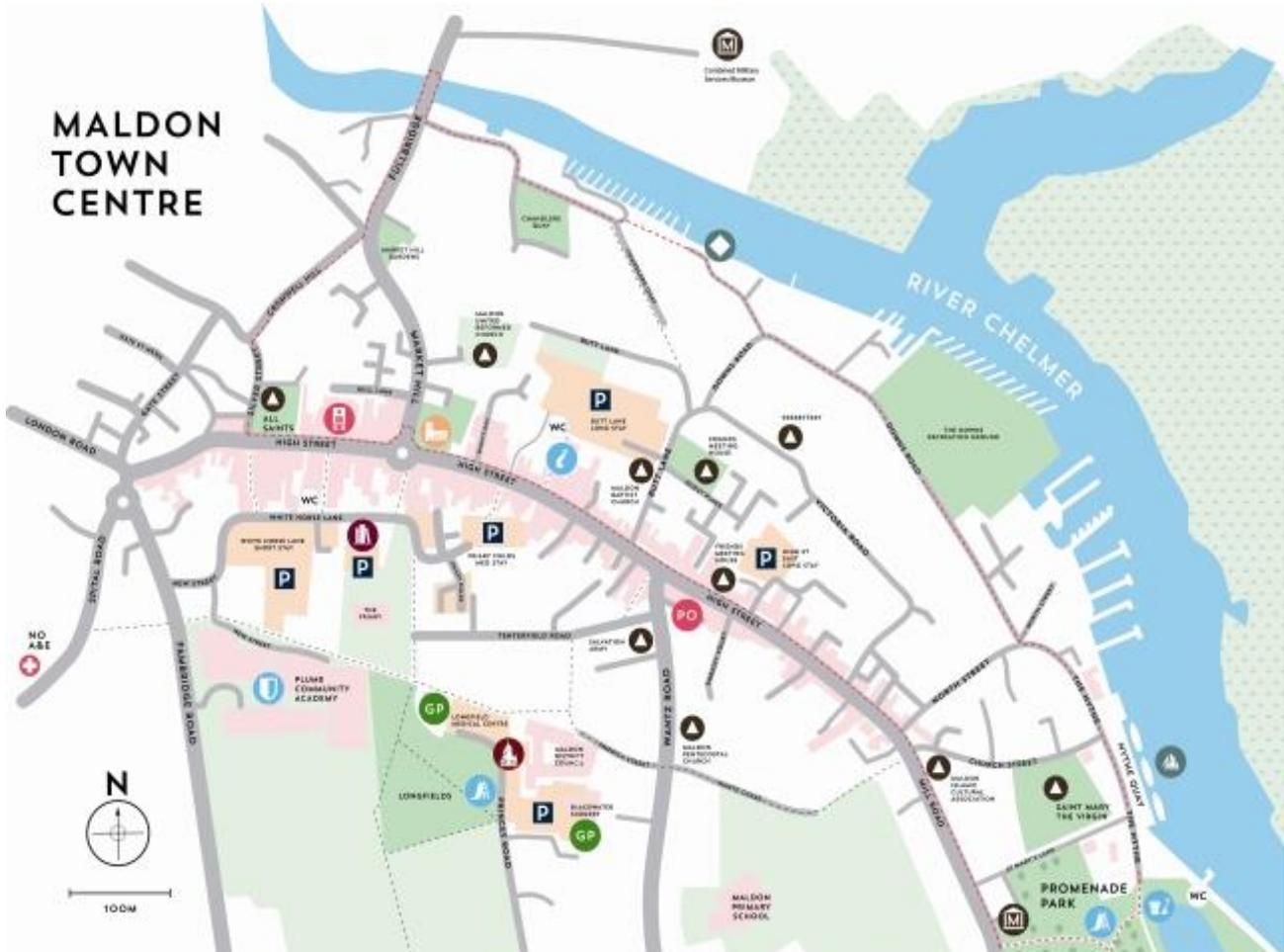
The history of Plume Academy traces an equally colourful route with the mention of numerous educational establishments in Maldon as far back as 1388. At the start of the twentieth century Essex County Council was effectively overseeing the Grammar School and after the provision of extra finance a new building was opened on the present site in Fambridge Road in 1907. In 1971 the Maldon Grammar School was transformed (and amalgamated with the then Maldon Secondary School in Wantz Road) into the new Plume Comprehensive School. In 2008 we held a celebration to mark 400 years of education in Maldon and in 2021, we celebrate 50 years as a comprehensive school. In 2012, Plume formed academy status and our current name converted to 'Plume, Maldon's Community Academy.'





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Plume Academy aspires to be at the heart of a community which is distinctive as well as diverse. We have built many excellent partnerships over the years and these include our 'Aim Higher' and various other community partnerships that help us to continue to address these issues and as an academy, we strongly believe that disadvantage should never be a barrier to achievement. An extensive and diverse range of enrichment opportunities ensure that community involvement is embedded – 'Taxi Day' and our developed links with schools in the UK and abroad are examples of the energy with which our staff and students engage with local, national and international communities. Our students and staff have also been recipients of the Diana and Jack Petchey Awards, and we continue to conduct a whole Year 10 work experience programme and Year 12 work shadowing scheme at the end of every summer term. These form part of an established, embedded and formally recognised CEIAG programme, and in June 2020, we were also formally reaccredited with 'Healthy Schools' status, after a great deal of hard work which we were immensely proud to receive.



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## Our Ethos and Vision

**Our vision is to deliver outstanding learning outcomes, employ and develop outstanding staff and develop and sustain an outstanding learning community.**

Plume Academy's moral purpose is: To endeavor to provide an outstanding education to all students who attend our academy. We will always aim to be fully inclusive with our provision regardless of social background, ability, ethnicity, religion, gender or sexuality.

We will strive at all times to prepare our students for successful futures, seeking to continually improve progress and attainment for all, and to secure the highest levels of achievement appropriate to the individual learner. We strongly believe that education should be an enjoyable experience for all students and be challenging, inspiring and positively memorable whilst fully preparing the adults of tomorrow for the next stage of their education, employment or training.



**The education provider of choice  
for students**



**The education provider of choice  
for parents and carers**



**The employer choice for staff**





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**The education provider of choice for students** - Our ambition as the education provider of choice for current and prospective students is to do our utmost to ensure they achieve the best possible outcomes across all key stages and appropriate to their ability. In order to do this, we need our students to attend the academy regularly, enjoy their learning and aspire to be the best they can possibly be. A fundamental part of that enjoyment and aspiration is related to extra-curricular and enrichment activities that give our students further opportunities to engage in sport, performing arts, trips, visits and workshops that in turn develop teamwork and leadership skills.

**The education provider of choice for parents and carers** - Our aim is to make Plume Academy the first choice for all our local families, not just because there is no other school locally, or because it is too far to travel to the next provider or beyond, but because it is a rightfully perceived as a centre of educational excellence for the whole of our community. We want all of our parents and carers to be assured that their child receives a high quality education provided by staff who are all at least good if not outstanding practitioners in their own right and who are fully committed to our academy.

**The employer of choice for staff** - We aim to become as well as remain an organisation that is seen as the first choice of employment for senior leaders, teachers and support staff. We want to develop, retain and recruit only the best staff and to subsequently provide them with excellent conditions of service, rewarding and enticing benefits as well as bespoke, high quality and professional development focused training.

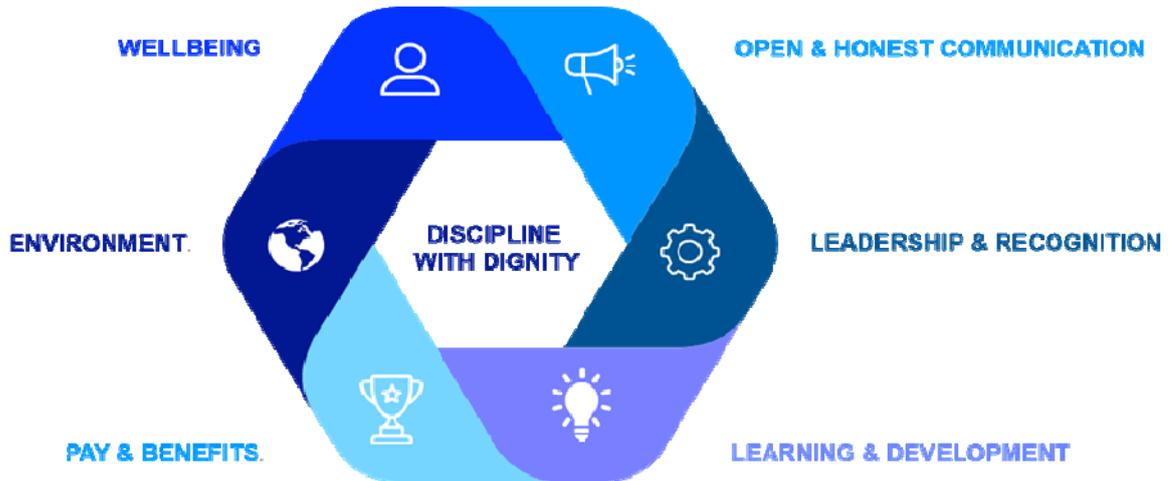




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### Plume People Programme



We welcome you to Plume Academy and are proud of our Plume People Programme which is part of our induction process and surrounds our Discipline with Dignity training programme. The Plume People programme is explained as follows:

- 1 Environment** - Confident in our environment, including everything that you need to know about Plume Academy and how it works. From information about our academy day, to our security and emergency procedures.
- 2 Wellbeing** - How we look after our staff, our absence management practices and first aid information for staff and students.
- 3 Open and Honest Communication** - We communicate respectfully, sensitively, honestly, and effectively, and there are guidelines written for staff to adhere to accordingly.
- 4 Leadership and Recognition** - Information about our academy leaders and our recognition practices included within our 'Plume Wave' staff newsletter.
- 5 Learning and Development** - We take pride in ensuring that our learning and development programme supports all staff. Information about our Performance Management Reviews (PMR) Continued professional development (CPD), training courses, how to access our academy policies and procedures, and details of our teacher coaching programme.
- 6 Pay and Benefits** - Information about the salary scales for all staff, information about our pension schemes, holiday entitlement, and our Plume Staff Support Association



# Head of College

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### Job Description and Personal Specification

**Job title:** Head of College

**Main purpose of job:** To provide professional day-to-day operational management of Plume College

**Faculty:** College

**Location:** Plume Academy

**Position reports to:** Interim Joint Heads of Academy

**Position is responsible for:** The Operational Management of Plume College

**Length of contract:** Permanent

**Salary:** Main – Upper Pay Scale Plus TLR 1B £10,203 (2020-2021)





# Head of College

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### Key Responsibilities and Accountabilities

#### Strategic direction and development

- Contribute to the SEF (Self Evaluation Form) and main Academy Development Plan.
- To work collaboratively with Faculty Leaders to identify the improvement priorities at KS5, and to develop and instigate an effective action plan to ensure positive outcomes and on-going review and improvement. Keep up to date proactively with national developments to ensure Plume College students have the best possible curriculum, pastoral support, and wider opportunities.
- Advise the Executive Leadership Team on all matters relating to the academic progress and wellbeing of the academy's College students.
- Support and promote career pathways working alongside the academy's CEIAG lead
- Ensure a full programme of learning for UCAS preparation.
- Strategically plan for recruitment and retention into Plume College

#### Child Protection, Discipline, Health and Safety

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with.
- To maintain good order and discipline among the academy's College students and safeguard their health and safety both when they are on the academy premises and when they are engaged in authorised academy activities elsewhere.

#### Teaching and Learning

- With the Joint Heads of Academy and the Faculty Leaders, develop and monitor curriculum provision throughout the college, and lead on the KS5 options process
- Monitor and evaluate the academic progress of students in the College and initiate interventions when needed.
- Use national, local and sector specific academy data effectively to monitor standards across the Key Stage and to plan, and then monitor, appropriate interventions.
- Ensure the regular monitoring of learning across the College through lesson observations/drop ins and work scrutinises.
- Build a partnership that involves parents and carers in their child's learning, and keeps them regularly informed about the curriculum, targets, progress and attainment through written and online communication, Parents' Consultation Evenings (PCE), and other events.
- Liaise with SENDCo and the AVP for Inclusion to promote the inclusion, integration, and involvement of all students in the College.
- Liaise with the Examinations Officer to ensure the smooth and appropriate entry and conduct of all KS5-related examinations.
- Prioritise the development of a reading strategy to enable learners to access suitably demanding KS5 courses.



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### Pastoral Care

- Lead all KS5 Form Tutors to ensure the care of students in the College and in turn, promoting good habits of learning, self-discipline, resilience, high attendance, punctual and positive behaviour.
- Celebrate student achievements of all kinds and promote the vision and core values of Plume Academy through the planned leadership of assemblies
- Working alongside the relevant leadership, ensure student participation in a wide and rich range of co-curricular and enrichment activities/events.
- Work with the academy's Personal Development lead to plan and develop an appropriate and engaging PSHE / tutor programme.
- To work collaboratively with other colleagues and the Farnbridge Road Campus Lead to ensure the smooth transition of our students from Key Stage 4 into the College
- Liaise with the DSL, academy counsellor and EWMHS, plus other relevant outside agencies, as and when necessary.
- Be a presence in the College area to forge relationships with students and key college staff, as well as to uphold clear standards and expectations.

### Communication and Meetings

- To attend Heads of Faculty and other meetings as and when appropriate.
- To conduct Plume College Tutor meetings, ensuring the provision of appropriate agendas and ensuing minutes.
- To attend carefully considered and sought out conferences relating to relevant KS5 matters.
- To remain fully aware of the College website section and be responsible for providing up-to-date, accurate information or updates to the academy's website coordinator.
- To assist the Examinations Officer / Team in the conducting of Public Examinations in the Summer term, and to act as supervisor when required
- To coordinate with Faculty and Subject Leaders on A level results day, to lead on the clearing procedures and to deal with any queries regarding results; this will, therefore, require attendance at academy in the holiday period after the results are published.
- To conduct individual guidance discussion meetings with Year 11 students and parents/carers (in February) after the mock GCSE examinations to discuss their KS5 study programme.
- To attend the academy on GCSE results day to confirm the A level subject choices of Year 11, meeting with students (and where necessary parents/carers) to clarify these choices after the results day, where necessary.
- To coordinate with Faculty and Subject Leaders on A level results day, to lead on the clearing procedures and to deal with any queries regarding results; this will, therefore, require attendance at academy in the holiday period after the results are published.
- To conduct individual guidance discussion meetings with Year 11 students and parents/carers (in February) after the mock GCSE examinations to discuss their KS5 study programme.



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- To attend the academy on GCSE results day to confirm the A level subject choices of Year 11, meeting with students (and where necessary parents/carers) to clarify these choices after the results day, where necessary.

### Preparation for Higher Education, Apprenticeships and Employment

- Lead and monitor the post-18 pathway process, working alongside the Careers Advisor, CEAIG lead and external agencies to ensure all students are supported and guided with respect to their individual preferences and interests to ensure that no students are at risk of becoming NEET when they leave the College.
- To administer the UCAS procedure for applicants from Years 12/13 and the post A level cohort.
- In conjunction with college Form Tutors and subject staff, to provide a UCAS reference and see the entire procedure through to its conclusion.
- To advise applicants and their parents/carers on choice of university/course.
- To give relevant advice and guidance to Year 13 students on their personal statements.
- To arrange mock interviews for UCAS applicants.
- To provide references, on request, for past students.
- To prepare for, and conduct, the Higher Education Meeting for parents/carers and Year 12 students in the Summer term, as well as prepare a Handbook for parents/carers and students.
- To organise, provide resources and run the UCAS days for Year 12 students.

### Further Leadership

- To implement the academy's ratified policies.
- To maintain effective discipline through implementation of the academy's agreed procedures and protocols.
- To support and implement the academy's Health and Safety Policy and associated procedures at all times.
- To oversee the writing of College reports, provision of subject information to parents/carers, parent/carer meetings and response to parental/carer enquiries, ensuring that high standards are maintained
- To organise the mock examinations programme in the Spring term
- To coordinate key academy events including Open Evenings.

### General

- To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with one's line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**



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## Personal Specification

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Has qualified teacher status with a degree qualification	✓	
Evidence of further professional study		✓
Outstanding classroom teacher preferable with experience in post-16 provision	✓	
Evidence to confirm undertaking recent CPD in the area relevant to this post	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of accurate year/key stage/subject self-evaluation and improvement planning in order to raise standards	✓	
Experience as a manager of leading, motivating and managing staff effectively to raise standards and evaluate the impact of initiatives (s)	✓	
Ability to hold people accountable and manage performance effectively	✓	
Experience of promoting excellence and challenging poor performance	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a curriculum area		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to lead the development of behaviour and care strategies within the academy including leading CPD	✓	
Has the ability and ideas to ensure that Plume College continues to build upon its reputation	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Knowledge of recent/current educational developments, initiatives and legislations and how they might impact upon the academy	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Up to date knowledge of curriculum and assessment developments	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Ability to initiate and lead change and maximise human and other resources	✓	
Has good organisation skills, the ability to delegate effectively and make sound judgements when working under pressure	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, trustees, teachers, pupils, and other stakeholders constructively in planning improvements for the academy	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
A proven record of sustained outstanding classroom practice, demonstrating significant value added to achievement levels	✓	
Ability to maintain trust and be highly respected by staff	✓	
Ability to chair meetings effectively and delegate	✓	
Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
Has a record of successful working with parents as partners in learning	✓	
Committed to on-going research into strategies that can be adapted for successful implementation at Plume Academy	✓	
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	



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## How to Apply

Applications with supporting statements should be made by downloading the application form from the academy website [www.plume.essex.sch.uk/workwithus](http://www.plume.essex.sch.uk/workwithus) and emailed to [HR@plume.essex.sch.uk](mailto:HR@plume.essex.sch.uk).

Discussions about the role and the academy are strongly encouraged with the Sarah Freeman Director of Human Resources. Please contact Sarah directly via: [s.freeman@plume.essex.sch.uk](mailto:s.freeman@plume.essex.sch.uk) or on 01621 879822.

Your formal letter of application (supporting statement) should be no longer than two sides of A4, and should address the selection criteria detailed in the person specification earlier in this document.



**Sarah Freeman**  
**Director of Human Resources**





Plume, Maldon's Community Academy  
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*'Plume - Maldon's Community Academy' is the trading name of Plume School.*



Plume, working with:

