



Assistant Head of Year

We are seeking to appoint an Assistant Head of Year with effect with effect from September 2025. The main purpose of the role is to support the Head of Year with collaborative responsibility for the well-being of students within a year group to ensure that the student's impeccable conduct reflects the academy's effective strategies to promote high standards of behaviour. As well as being a key lead for the safeguarding of students within that year group.

Personal Qualities

The successful applicant should have qualifications in Maths and English at minimum C grade [or grade 4] GCSE or equivalent Level 2 qualifications.

Applicants should be hardworking, enthusiastic and have a high level of commitment and ability to focus on fostering the teaching and learning and personal development of Year 7 to 13 students.

Responsibilities of the Post Holder

Responsibilities of the post holder will be in accordance with the Assistant Head of Year's job description.

Remuneration and Working Time

This is a permanent role, and the hours are 37 hours per week for 41 weeks per annum (one week of inset days included).

The annual salary for a support colleague will be in accordance with the academy Support Staff Pay Scale, which for appointment for a full-time post currently involves a salary of up to £29,939 (Band 4 Point 26, 2024/25 pay awards), and the actual salary offered will be £27,102, inclusive of allowance for holiday pay. Salaries are reviewed by national negotiation with effect from 1 April each year. Progression through the pay scale is subject to an acceptable annual performance development review process.

We can offer you:

- A highly supportive and friendly working environment
- Cycle-to-work Scheme
- Electric Vehicle Scheme
- 24/7 Free Employee Assistance Programme (offering individual support, information and advice including financial, legal and home-life and work-related issues)
- CPD opportunities and Internal Promotion
- Up to 25% Gym Membership
- Free staff car park
- Essex Working Well Wellbeing Service (health and wellbeing support and guidance)
- Access to Workplace Health Champions
- Access to Mental Health First Aiders

Application Process

If you are interested in the position and wish to discuss the post prior to application, please email Mrs Dorcas Ologunde, Director of HR at d.ologunde@plume.essex.sch.uk, to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our collaborative team. The Director of HR will be pleased to discuss the post and provide more information about the post and the academy in general.

To apply please complete the Online Plume Academy application form (<https://plumetrust.face-ed.co.uk/Vacancies/Detail?campaignRef=SCH-PT-0039>) This must be completed and submitted by the closing date and time stated (unaccompanied CV's or third-party application forms will not be accepted).

Closing Date: noon Monday 27 January 2025

Interviews are likely to take place on the week commencing Monday 27 January 2025.

Plume Academy remains fully committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment.