



## **Assistant Head of Year**

We are seeking to appoint an Assistant Head of Year with effect with effect from September 2023. 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.

### **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 39 weeks per annum (term time plus Inset plus one week).

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 £26,724 (Band 4 Point 26 2022/23 pay awards), and the actual salary offered will be £22,910 per annum, the pro rata equivalent of £26,724, including an allowance for holiday pay. Salaries

are reviewed by national negotiation with effect from 1<sup>st</sup> April each year. Progression through the pay scale is subject to an acceptable annual performance development review process.

### **Application Process**

If you are interested in the position and wish to have a copy of the job description for the role or discuss the post prior to application, please email Dorcas Ologunde, Director of HR at [d.ologunde@plume.essex.sch.uk](mailto:d.ologunde@plume.essex.sch.uk), to arrange a telephone conversation.

To apply please complete the Plume Academy internal application form. This must be completed and submitted to [hr@plume.essex.sch.uk](mailto:hr@plume.essex.sch.uk) by the closing date stated.

Closing Date: **noon on Monday 5 June 2023** and interviews are likely to take place during that week.