**Job Description**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **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:**Operational Management of Plume College |
| **Length of contract:** Permanent | **Salary:**Main – Upper Pay Scale Plus  TLR 1B £10,203 (2020-2021) |

|  |
| --- |
| **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 Interim 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.   **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 Fambridge 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.   **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. * To lead on Plume College Open Evenings, Leavers’ Days and Leavers’ Assemblies. * To lead and organise the Head Boy and Head Girl interview process and monitor the roles of Executive Student Leadership team throughout the entire academic year. * To support College students in relevant whole academy fundraising events. * To coordinate the College aspect of the academy calendar. * To coordinate the professional development and appraisal of staffing in the College team. * To ensure the College area is kept in good order, ensuring the maintenance of a conducive, safe, tidy and orderly environment.   **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** |

**Date of next review:** Annually in line with the PMR process or when deemed necessary.

**Date**: March 2021

|  |  |  |
| --- | --- | --- |
| **Person Specification - Qualifications and Experience** | **Essential** | **Desirable** |
| 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 |  |  |
| **Knowledge, Skills and Abilities** | **Essential** | **Desirable** |
| 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 |  |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| 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 |  |  |