

PLYMOUTH COLLEGE



RECRUITMENT PACK

**MARKETING & EXTERNAL
RELATIONS ADMINISTRATOR**



Plymouth College is currently seeking an

MARKETING AND EXTERNAL RELATIONS ADMINISTRATOR

to join our community

Plymouth College is a leading co-educational school, which has operated at the forefront of independent education since its inception in 1877. With its excellent programmes for the academic and personal development of pupils, fantastic wellbeing and pastoral care and world-leading performance sports and co-curricular activities, the College produces well-rounded, confident and resilient young people who stand out from the crowd.

We are seeking to appoint a dependable, organised, and welcoming Marketing and External Relations Administrator to join our operational support team at our Ford Park campus. As a valued member of the school community, the successful candidate will provide essential administrative and logistical support across Plymouth College's marketing activities, commercial facility lettings (LETS), and the Old Plymothian & Mannameadian (OPM) alumni network database.

Reporting to the Marketing and Communications Manager (and working under the overall leadership of the Director of Marketing, Admissions, and External Relations), the position involves coordinating routine external communications, processing facility lettings, updating databases, and providing administrative support for key school and alumni events. Working collaboratively across academic, administrative, and operational departments, the Administrator ensures all documentation, schedules, and client inquiries are handled efficiently and to a high standard.

To excel in this role, you must possess a proactive approach, meticulous attention to detail, and outstanding organisational and time management skills. You will demonstrate proficiency with digital media platforms, social media scheduling, proofreading, basic content creation tools (such as Canva), and database entry. Strict adherence to regulatory compliance, GDPR, and safeguarding guidelines across all contact databases is essential. While previous experience within a school environment or processing commercial lettings is desirable, full training will be provided for the right candidate. Most importantly, we require an individual with a conscientious work ethic, exceptional customer service skills, and a commitment to maintaining a warm, professional environment for prospective families, commercial clients, alumni, staff, and visitors.

This is a full-time, permanent role (52 weeks per year, including paid annual leave) providing continuous administrative support across marketing campaigns, commercial facility bookings, and alumni operations. The position is offered at Band 2A (£13.07 per hour), equivalent to an annual salary of £27,185.60 based on a 40-hour working week (Monday to Friday, 08:30 to 17:00, with a 30-minute unpaid lunch break).

**THE CLOSING DATE FOR APPLICATIONS IS 09:00HRS BST ON
MONDAY, 5TH OCTOBER 2026**

Interviews to take place on Monday 12th October 2026.

Plymouth College is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.



ROLE SUMMARY

The Marketing and External Relations Administrator provides vital administrative, coordination, and logistical support to assist in maintaining Plymouth College's brand presence, commercial facility usage, and community engagement. Positioned as a key operational support post within the Admissions and Marketing department, the post holder plays an essential role in processing departmental workflows, coordinating commercial facility lettings, and updating records for our alumni (OPM) network.

Combining digital marketing support with commercial administration and event coordination duties, the post holder will draft social media posts, process commercial facility bookings, handle routine external inquiries, and assist with the logistical delivery of key events such as Open Days and alumni reunions. Working collaboratively across internal departments and with external organizations, the Administrator ensures that all communications strictly adhere to Plymouth College's standards while delivering an efficient, accurate, and responsive service.

DUTIES AND RESPONSIBILITIES:

The duties of a Marketing and External Relations Administrator are varied and may be adapted by the Marketing and Communications Manager, the Director of Marketing, Admissions, and External Relations, or the Senior Leadership Team to meet the operational needs of the College. Core responsibilities encompass five key operational areas:

Core responsibilities encompass key administrative and support functions:

Digital Marketing & Content Support

- Working closely with the Marketing and Communications Manager to schedule and post prepared content across the College's social media accounts, including compiling basic written copy, image assets, and simple video clips.
- Drafting routine promotional copy, news snippets, and digital updates that capture life across the College community for approval.
- Maintaining a working understanding of Plymouth College's target audience to ensure all posted content aligns with the established brand identity and reputation.
- Assisting with the administrative tracking, asset formatting, and schedule maintenance for targeted digital campaigns and pupil recruitment initiatives.

Brand Compliance & Communications Administration

- Checking that all external communications strictly adhere to the College's brand guidelines, templates, and tone of voice.
- Formatting, editing, and proofreading marketing collateral, newsletters, press releases, and copy for accurate grammar, spelling, and presentation.
- Extracting basic web/social analytics and search trend data to assist the department in logging campaign reach and performance metrics.



DUTIES AND RESPONSIBILITIES

Commercial Lettings (LETS) Administration

- Acting as the primary administrative point of contact for commercial LETS clients, logging all incoming inquiries regarding facility availability, pricing, terms, and booking requests.
- Maintaining accurate schedules for campus spaces for external clients, ensuring that internal Plymouth College operational, academic, and co-curricular requirements are prioritized over external bookings.
- Processing administrative workflows for commercial bookings, including drafting standard contracts, issuing booking confirmations, maintaining venue calendars, and liaising with finance and operational support teams.

Alumni Relations & Community Engagement (OPM Network)

- Providing responsive, professional administrative support for former pupils (Old Plymothians), serving as a welcoming point of contact for the OPM network.
- Handling incoming alumni correspondence, updating news sections on the dedicated webpage, and entering profile updates into the OPM database.
- Supporting the OPM Committee with meeting administrative logistics, distributing agenda materials, taking minutes, and assisting with event setup for alumni reunions and networking gatherings.

Event Logistics, Administrative Support & Compliance

- Providing logistical and operational setup support for key school events, including Open Days, Induction Days, Taster Days, and alumni gatherings.
- Ensuring strict adherence to Data Protection legislation and GDPR guidelines across all client lists, alumni databases, and contact registers.
- Demonstrating operational flexibility by assisting with logistical duties at occasional out-of-hours or weekend recruitment, commercial, and community events as required.

KEY PERFORMANCE INDICATIONS

- Digital Media & Content Support: Maintain a consistent posting schedule across all core social channels using pre-approved content; accurately track and log basic audience engagement metrics and web traffic referrals.
- Commercial Lettings Processing: Process initial commercial LETS inquiries within 24–48 hours; maintain precise calendar schedules to avoid double-bookings and preserve internal College operational priority.
- Database & Record Accuracy: Maintain accurate records within the OPM database and commercial client contact lists, ensuring data entry fields are complete, consent preferences are recorded, and GDPR standards are met.
- Event Logistics & Customer Service: Deliver accurate administrative preparation, physical space setup, and greeting support for Open Days, Induction Days, and OPM gatherings to ensure a welcoming experience for visitors.
- Resource & Stock Control: Track stock levels of prospectuses, promotional literature, LETS contracts, and OPM merchandise, maintaining organized storage and reordering materials in a timely manner.
- Risk Reporting & Escalation: Promptly log and escalate any concerns regarding data protection, compliance, brand misuse, or child safeguarding to the Line Manager or Designated Safeguarding Lead (DSL).

This job description provides a general overview of the role and may be subject to change. It does not represent an exhaustive list of duties.



DUTIES AND RESPONSIBILITIES

Confidentiality

You are required to maintain confidentiality of information concerning the College, its dealings or affairs, and the pupils affairs, including any information concerning academic, pastoral or financial matters whilst working at the College.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is provided to all staff at the College, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).



PERSON SPECIFICATION

Core Criteria and Attributes	Essential Criteria	Desirable Criteria
Qualifications and Experience	• High standard of written and spoken English. • Proficiency across Google Workspace (Docs, Sheets, Drive, Calendar) and general office software. • Proven experience of working in a customer-facing or administrative support role. • Highly confident user of Adobe Creative Suite and Canva. • Highly efficient and experienced in using social media and digital communications platforms. • Demonstrable experience in fast, confident proofreading and copy creation.	• Relevant qualifications in Business Administration, Marketing, Communications, or a related field (or equivalent practical experience). • Prior administrative experience within an independent school or educational environment. • Experience processing facility bookings, room schedules, or commercial venue administration. • Experience assisting with database entry, record maintenance, or subscriber lists.
Skills and Knowledge	• Meticulous attention to detail with an organized, methodical approach to handling administrative tasks. • Excellent organizational, time management, and multitasking abilities to meet operational deadlines. • Strict awareness of GDPR, data protection rules, and handling confidential records responsibly.	• Basic understanding of digital metrics, social media scheduling tools, and web analytics. • Familiarity with updating website content (CMS) and operating mass email software.
Personal Qualities and Abilities	• Friendly, welcoming, and professional manner with a strong dedication to supporting staff, clients, and visitors. • Well-presented with clear verbal communication skills. • Reliable, adaptable, and composed under pressure with a practical, good-humored approach. • Understanding of the need for discretion, sensitivity, and strict confidentiality when handling personal data. • Positive attitude toward team collaboration, learning new administrative processes, and personal development. • Willingness to assist with occasional weekend or out-of-hours event setup and support. • Genuine interest in supporting the broader Plymouth College community.	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications.
- Plymouth College application form.
- Interview.
- References from current employer and other chosen professionals.

Plymouth College is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.



APPLICATION PROCESS

Plymouth College is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

THE CLOSING DATE FOR APPLICATIONS IS 09:00HRS BST ON MONDAY, 5TH OCTOBER 2026

1

Complete your official Plymouth College application form, which must include all dates of previous employment and give reasons for any gaps in employment. A CV will not be accepted in lieu of an application form.

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department via email to HR@plymouthcollege.com or by post to Plymouth College, Ford Park, Plymouth, PL4 6RN

GENERAL REQUIREMENTS

The Job Description is not necessarily a comprehensive definition of the post and is designed to be enabling rather than restrictive.

It will be reviewed at least once every year and may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview, one of which should from your most recent employer.



APPOINTMENT TERMS

All appointments are subject to:

- The receipt of two satisfactory references (if these have not already been received). (one of which must be from your current or most recent employer. In line with KCSIE guidance, references may be sought prior to interview).
- A satisfactory Enhanced DBS check and, if appropriate, a check of the Barred List maintained by the DBS.
- Verification of your right to work in the UK.
- Any other relevant pre-employment checks required under current Keeping Children Safe in Education (KCSIE) guidance.

Terms and Conditions of Employment:

- Full-time, permanent contract working 52 weeks per year (inclusive of paid annual leave).
- Working hours are Monday to Friday, 08:30 – 17:00 (40 paid hours per week, with a 30-minute unpaid lunch break).
- Paid on the Plymouth College Support Staff Pay Scale Band 2A (£13.07 per hour), resulting in an annual salary of £27,185.60.

Successful candidates are required to attend compulsory annual safeguarding training, keep up to date with key policies and undertake any other necessary training as deemed relevant to the post.

On successful appointment there is a probationary period of three months.

BENEFITS FOR STAFF

Plymouth College fosters a warm and inclusive workplace culture where every member of staff is valued and encouraged to contribute to a thriving, collaborative community.

We are proud to offer a broad range of benefits to our employees, designed to support wellbeing, work-life balance, and professional development. Please note that in certain benefits, such as pension enrolment, commence after three months of continuous employment with the College.



Competitive Package



Free Lunch Provided During Term Time



Use of Facilities



Use of Pool



Professional Development



Life Assurance



Discount On School Fees (If Relevant)



Free Parking Where Available



Pension Scheme



Employee Assistance Programme



Christmas Shutdown



Eye Care Vouchers

HEADMASTER'S WELCOME

Schools will always be a source of hope and promise for the future, and guiding pupils in schools is both a privilege and a challenge. Working to support and guide young children and adolescents through what seems an increasingly uncertain world is a truly important vocation, carrying great responsibility and accountability. For those of us who choose to take on this challenge, witnessing the development and flourishing of young people is the greatest reward.

Ours is a community which believes in learning for all, learning for life and learning in a fuller sense than just academically. For our pupils, this means that whilst examination success and demonstrable academic progress is valued, so too is the personal growth and character development gained through co-curricular activity, but also opportunities to support and lead others and to undertake community service. Pastoral care and education, and knowing all of our pupils well in our inclusive community, underpins all that we do. For our staff, learning is key too, through opportunities for career development and continuing professional development of high frequency and measurable value.

Success in life is measured in many different ways, most obviously by gold medals and examination results. Our community is rightly proud of our Olympic heritage in sport and the excellent achievements of our pupils at both GCSE and A level, but we also recognise that success for each individual means different things. We support our pupils in testing themselves in and beyond the classroom, and value resilience, teamwork, perseverance and service as much as we do raw attainment.

Ultimately, how our pupils are as people and how they build relationships with others will be of more importance to them, and to society, than how talented they are. Our community thrives in supporting both those who display excellence and those who struggle; it thrives in the development of academic and emotional intelligence and literacy, and in enhancing in our leavers a sense of their responsibility for themselves and their own actions, to others and to their environment and in creating a more compassionate and aware global community.

PETER WATTS
HEADMASTER





ABOUT PLYMOUTH COLLEGE

OUR HISTORY

Founded in 1877 as a boys' school, Plymouth College has a rich tradition of delivering first-class, holistic, and outward-looking education. In the mid-20th century, the College operated as a direct grant grammar school until becoming independent in 1976 - the same year the first girls joined the Sixth Form. It became fully coeducational in 1995, and in 2004, the College merged with St Dunstan's Abbey School, with the Prep School relocating to the former St Dunstan's site. In September 2021, the Prep School joined the Senior School on the Ford Park site, bringing all pupils together for the first time in 70 years.

As we approach our 150th anniversary in 2027, the College is preparing a series of celebratory events to honour our heritage and bring together the entire Plymouth College community.

PLYMOUTH COLLEGE TODAY

Plymouth College is a dynamic and inclusive educational community, committed to providing a broad, balanced, and enriching experience for every pupil. The Senior School currently educates around 400 pupils, 80 of whom are boarders from a large range of countries across the world. Many are drawn by the College's reputation for elite sports provision, particularly in swimming and modern pentathlon, which adds to the vibrant international character of our school. The Prep School educates over 100 pupils, with numbers continuing to grow steadily. This diverse and supportive environment fosters academic excellence, personal growth, and a strong sense of belonging.

In its most recent integrated ISI inspection in 2019, the College was praised for the excellent quality of pupils' academic and personal development.

OUR MISSION

Our educational mission is to be excellent in every aspect of the education that we offer and we are constantly evaluating what we do to ensure that we deliver this. This excellence manifests itself in numerous ways. Our latest ISI inspection report concluded that every aspect of our educational quality was excellent. Our public examination results, particularly when measured in terms of added value, are consistently outstanding and our pupils secure places at the world's best universities. Most importantly, Plymouth College pupils are widely regarded as rounded, grounded, interesting, mature and successful young people.

Our mission is to educate, enrich and empower all members of our community. Our primary function is to educate pupils but, crucially, not just to pass exams. Holistic education is just part of what we do, even in these difficult times, with more extra-curricular activities on offer than ever before.

We develop our pupils intellectually, academically, socially, morally and physically by creating an environment that is genuinely intellectually stimulating, progressive, adventurous and dynamic. Secondly, we need to ensure that everything we do – every lesson, every form period, every activity – is a truly enriching experience. Thirdly, our pupils are genuinely empowered so that they may become successful young people, ready to make a difference in whatever field they go into.

OUR ETHOS

Plymouth College seeks to produce happy, knowledgeable, successful and compassionate pupils who develop into independent citizens that contribute positively and responsibly to our global community. The School is a caring community in which every individual is of equal importance and in which we seek to work together for the benefit of all members of the community.

Whilst academic success is the first priority, we recognise that each person has talents which may lie in other areas. Our intention is to ensure that every pupil reaches their full potential in whatever sphere he or she may excel, whilst broadening their interests by pursuing a variety of activities.

Whilst the School is of a Christian tradition and pupils are familiar with, and encouraged in, the tenets of the Christian faith, we are very much an inclusive community and pupils of all religious beliefs and of none are welcome. We celebrate diversity.



PLYMOUTH COLLEGE PRINCIPLES

WE OFFER A VALUES-BASED EDUCATION IN WHICH OUR PRINCIPLES ARE EMBODIED:

KINDNESS

We promote kindness as being the most important principle that our pupils should demonstrate.

RESPECT

The College expects its pupils to have respect for others, our environment, other cultures, British Values and to be tolerant of difference.

SERVICE

We pride ourselves on having a culture of serving others, rather than self-service.

RESILIENCE

We teach our pupils not to let failure drain resolve and to overcome difficulties.

INTEGRITY

Our community values the strong moral principles of honesty, fairness and decency and the ability to discern right from wrong.

ASPIRATION

We foster ambition, hope, confidence and self-motivation in all our pupils. Aiming high is the Plymouth College way.

ACADEMIC LIFE

Plymouth College prides itself on preparing pupils for adult life, through a holistic, rounded education. Academic excellence can be seen through examination results and university destinations, and our 16-18 DfE progress score is one of the highest in the local area. We pride ourselves on the examination results and future pathways of every individual student.

PREP SCHOOL

Starting in Early Years, pupils develop skills and knowledge in the foundational areas of learning: literacy; mathematics; understanding the world; expressive arts; personal, social and emotional development. As they move through the years, specific subjects such as Humanities, Science and Music are offered.

From Year 3, Computer Studies, Art and French are introduced, with Design Technology following in Year 4. These subjects are taught by subject specialists who take the pupils to specialist rooms, enhancing their learning experience in tandem with the main class teacher.

Years 5 and 6 consist of more subject specialisms, and pupils in these Upper Key Stage 2 years will have a range of teachers, consisting of mainly KS2 specialists for English, Maths and Science, and subject specialists across the remainder of the curriculum, i.e. for Humanities, Drama as well as those subjects started in the earlier years.

SENIOR SCHOOL

After the transition to the Senior school, the Years 7 and 8 curriculum allows pupils to continue to study a broad and balanced curriculum, embedding those foundational skills across all academic areas as they begin their journey towards GCSE. These subjects include English, Mathematics, Biology, Chemistry, Physics, History, Geography, Religious Studies, Classical Civilisation, Design Technology, Computer Science, Art, Drama, Music, French and Spanish.

In Year 9, extended optionality is introduced, with all pupils studying the core GCSE subjects of English, Mathematics and the three sciences, along with our bespoke Ocean Science introductory course. Pupils will additionally choose five options from the other dozen or so subjects. Academic Physical Education is also introduced at this point.

These options are refined in Year 10, where is the option to narrow down to four optional subjects. We offer a mix of GCSE and IGCSE courses in Year 10, with Business and Marine Science being offered for the first time in Year 10.

SIXTH FORM

In the Sixth Form the core of our offer is a wide range of A Levels and a few carefully selected BTECs. These are mainly the ones that are taught at GCSE, although Economics, Media Studies and Psychology are new to the pupils in the Sixth Form.

We also offer a 1 A Level equivalent BTEC in Applied Science. BTEC Sport is offered as a 2 A Level equivalent Diploma or a 3 A Level equivalent Extended Diploma. There are also many academic co-curricular options in the Sixth Form, such as the Extended Project Qualification and a bespoke super-curriculum option.

ACADEMIC RESULTS

Plymouth College has a strong reputation for academic excellence and has consistently demonstrated high levels of value-added. It is the individual care and attention provided to our pupils that enables them to deliver of their best.

HIGH PERFORMANCE SPORT

Few schools can claim the distinction of having nurtured an Olympic Champion, a World Record holder, and an Olympic medallist - all while they were still in education. At the Paris 2024 Olympics, fifteen current and former pupils of Plymouth College proudly represented their countries, exemplifying our legacy of elite performance.

Plymouth College boasts an exceptional track record, having produced Olympic, World, European, and Commonwealth champions at both junior and senior levels. Our alumni also include professional athletes across rugby and football, most notably Henry Slade, named Gallagher Premiership Rugby Player of the Year for the 2023/2024 season.

Since the turn of the century, over 200 athletes from Plymouth College have gone on to represent 47 nations in 15 different sports - an enduring testament to our internationally recognised culture of high-performance sport.



Plymouth College enjoys an enviable worldwide reputation in swimming and diving. The swim programme works in conjunction with Plymouth City Council, using their state-of-the-art 50m pool alongside the College's own 25m pool. Maintaining this relationship is essential to the health of the boarding provision, as well as giving the College an international reputation.

Our swim programme allows individuals to come to Plymouth from a young age and to remain a part of the programme up to, and possibly beyond, the conclusion of their schooling, allowing them to have consistency of coaching into their University years or post-18 careers. This has welcomed many day and boarding pupils who have developed into Olympic and World champions, World, European and Commonwealth record holders and medallists. It ensures regular international selections for Great Britain and home nations' swim teams, as well as facilitating international success for athletes from many overseas nations.

Recent alumni of the school include **Ruta Meilutyte, Ben Proud, Josh Gammon, Laura Stephens, Tom Fannon, Aimee Canny, Sophie Freeman, Honey Osrin** and many more.



TEAM SPORTS

CRICKET

Cricket at Plymouth College follows a year-round programme that is built on high quality coaching, a very strong fixture card and the clear provision of pathways to the professional game via District, County, University Centres of Excellence and First Class cricket. At the junior level, the school provides several County representatives year on year and has begun a program of playing County sides, hosting the winter training programme for Devon girls and pre and in season fixtures from Under 10-15 age. These strong links are crucial in the development of our most capable boys and girls.

GIRLS HOCKEY

Our Hockey squads have seen considerable success in recent times, with a number of players gaining representative honours for Devon, West Panthers, Performance Centre and UK Lions. The U14 team were also crowned England Hockey Tier 2 National Champions in 2019.

RUGBY

Over the last twenty years, the College's Fifteens and Sevens teams have become recognised as being among the most consistent performers in the country and a significant force in the South West. Each team, throughout the school, from U12 to the 1st XV, has experienced coaches. We field six teams involving a high percentage of boys in the school. At senior level, there is a full programme involving strength and conditioning, skills training, match-play and nutrition.

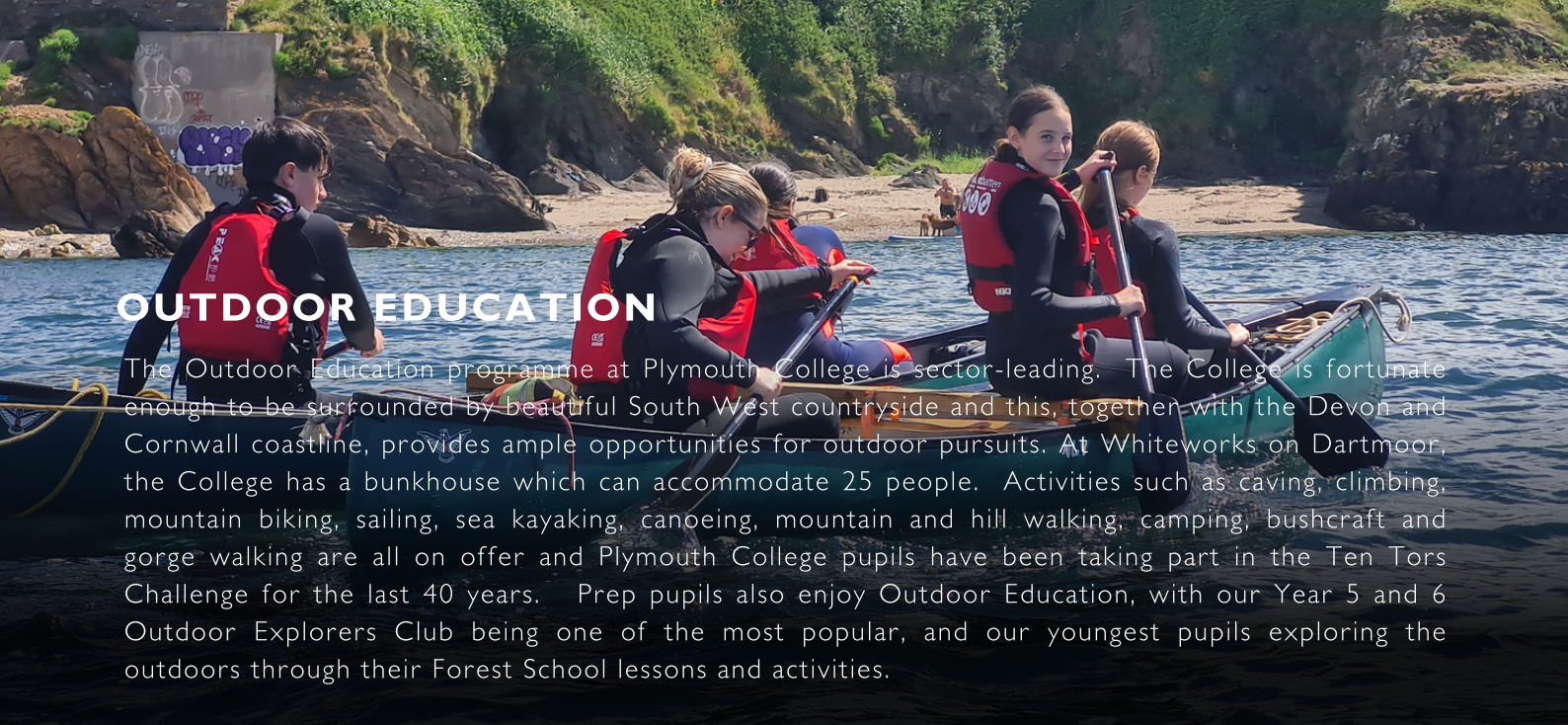
NETBALL

A wealth of fixtures take place in the Spring Term, allowing all age groups from U8 upwards to experience competition from other independent schools in the area. The Head of Netball is an ex-Team Bath Netballer who brings a wealth of knowledge about the sport and this is passed on to our pupils during their training sessions.

FOOTBALL

Plymouth College is delighted to announce the launch of its High Performance Football Programme in partnership with Plymouth Argyle Football Club, set to commence in September 2025. This exciting collaboration aims to provide talented young athletes with the opportunity to pursue a first-class education while advancing their footballing careers.





OUTDOOR EDUCATION

The Outdoor Education programme at Plymouth College is sector-leading. The College is fortunate enough to be surrounded by beautiful South West countryside and this, together with the Devon and Cornwall coastline, provides ample opportunities for outdoor pursuits. At Whiteworks on Dartmoor, the College has a bunkhouse which can accommodate 25 people. Activities such as caving, climbing, mountain biking, sailing, sea kayaking, canoeing, mountain and hill walking, camping, bushcraft and gorge walking are all on offer and Plymouth College pupils have been taking part in the Ten Tors Challenge for the last 40 years. Prep pupils also enjoy Outdoor Education, with our Year 5 and 6 Outdoor Explorers Club being one of the most popular, and our youngest pupils exploring the outdoors through their Forest School lessons and activities.



DRAMA

A key target for the School is ensuring that children become more confident speakers as they move through the School. Drama plays a crucial role in this and from the moment pupils enter Pre School they are given plenty of opportunities to develop their acting and public speaking skills. Throughout the Prep and Senior Schools, pupils are presented with numerous performance opportunities and they participate in local drama festivals, performance evenings and school productions.

We offer peripatetic Speech and Drama for those who wish to take LAMDA exams and many of our pupils go on to perform in professional productions at the Theatre Royal



MUSIC

Music is an integral part of life at Plymouth College. From the early preparatory years, pupils are encouraged to take part and enjoy music-making and this continues throughout the upper years with the opportunity to undertake performance, listening, composition, and recording work as part of the curriculum. Tuition is available on all orchestral instruments, including percussion, as well as voice, piano, organ and all types of guitar.

Beyond the classroom, there is ample opportunity for musicians including an excellent School Choir that sings at all major school events, concerts, and church services and there are a wide range of extra-curricular music clubs such as Girls' and Boys' Voices in Harmony Clubs, Chamber Choir, String Ensemble and Live Lounge for rock, pop and jazz. There are a number of concerts every term, enabling pupils to hear, support and learn from each other.

CO-CURRICULAR ACTIVITIES

Plymouth College offers an exceptional range of enrichment activities which vary from term to term.

Clubs and activities run during lunchtimes, after school and at weekends and numerous residential trips take place in the school holidays to further add to the extra-curricular offer. The enrichment activities are designed to complement the provision in the academic curriculum. All pupils are encouraged to participate daily in order to aid their personal development; this could be discovering new skills or developing existing talents. Form tutors monitor pupils' involvement and help guide their choices.

Clubs and activities include: Electro Racers Club, Philosophy Film Club, Basketball, Lego Club, Mindfulness Colouring, Card Making, Maths Puzzle Club, Board Games Club, Young Designer Club, Outdoor Discoverers and many more. There really is something for everyone!

CO-CURRICULAR SPORT

For many of our pupils, sport is about having the opportunity to take part, staying healthy and enjoying sport. We very much believe in the mantra 'healthy body, healthy mind' and that the pride, spirit and determination from participating, particularly in team sport, will flow through to the classroom.

We offer a wide range of extra-curricular sports such as cricket, hockey, rugby, football and netball and all are encouraged to 'have a go'; from this many of our pupils discover a joy for a particular team sport and not only does this help their personal physical and mental wellbeing but also contributes to developing the skills required to be a team player of co-operation and collaboration - key attributes to take forward into their adult lives. We are proud of how our sports programmes develop the talents of both girls and boys to county level and beyond.





PASTORAL CARE AND WELLBEING SUPPORT

From an early age we encourage pupils to develop real inner confidence and believe it is essential to provide an enriching and empowering environment where pupils are happy and comfortable to try new things. Our small class sizes and specialist staff help us to get the most out of all our pupils.

From day one, all our children are very much a part of our School community. Within the Prep School, the younger children interact with the older pupils on a daily basis at assemblies, break times and during whole School activities with older Senior School pupils and Sixth Formers working with our younger children whilst on break-time duty, being part of our reading and peer support programme, or helping at sport training sessions.

The well-being of our pupils is of the highest importance to us; pupils of all ages follow a dedicated PSHE curriculum with tutor periods and assemblies providing a full and varied programme to ensure that all pupils are prepared and ready to participate fully in the world around them. The pastoral structure at Plymouth College offers a multi-layered approach to ensure that all pupils have a strong support network of qualified staff and well-trained pupils available to them. Typically, this will include the Tutor (or class teacher at the Prep School), Tutor Prefect, Deputy Head of Year, Head of Year, Head of House, School Nurse, School Counsellor and Head of Learning Support.

Leadership skills are encouraged throughout the School, particularly in sport, outdoor activities, music, drama and the House system. All pupils are allocated to one of four houses and house competitions allow pupils of all ages to work together and compete in various activities and events. This vertical system, with pupils represented from each year group, really helps to promote leaders and as pupils progress through the school, they are encouraged to become positive role models and leaders for the younger years.



FACILITIES

While the School is within the city's urban area, our campus, Ford Park, extends beyond thirteen acres. The school also owns another seven acres of sport fields at Delgany, just a fifteen minute drive away. We are fortunate to have access to an outward bound bunk house in Dartmoor called Whiteworks where pupils have the opportunity to enrich their education by taking part in activities such as climbing, caving and camping to name a few.

Ford Park is home to all of our teaching and boarding facilities such as our Prep School, Senior School and Sixth Form as well as Science laboratories, Art studios, DT workshops, Music and theatre facilities, swimming pool, strength and conditioning gym even a fencing suite. There is a mix of Victorian architecture as well as later additions of new, purpose built facilities such as the Meade King Hall and indoor sports hall. The George Stephenson Pavilion boasts an atmospheric café called George's and overlooks the 1st XI Cricket square, athletics field and sports pitches. It is a vibrant hub both on match days and also during the school week, providing a focal point for parents to meet over a coffee at drop-off times and catch up as a community.





BOARDING

Boarding has been a vibrant and integral part of Plymouth College since 1877, and it continues to thrive in the elegant Victorian buildings called Colson House and Mannamead House. We replicate the best qualities of family life and endeavour to create a close-knit community where life-long friendships are formed.

Conveniently situated both physically and metaphorically right at the heart of the site, our boarding community is small enough to enjoy a supportive, family atmosphere from which young people can explore the richness of the wider school. Significant investment has allowed Plymouth College to provide an excellent modern environment within which to live and work. Younger boarders share a bedroom with two others, while seniors have twin or single bedrooms. There are comfortable, well-equipped social areas, well-stocked kitchen areas to supplement the excellent school dining, calm work areas, and safe, restful bedrooms.

Led by the Head of Boarding, there is a team of specialist staff dedicated to ensuring the highest possible quality of supervision at all hours of the day and night. Pupils are strongly encouraged to immerse themselves in boarding life and contribute to the community through taking on responsibility, sharing their talents and helping one another.

A diverse cultural and extra-curricular programme is offered to all boarding pupils. These range from educational trips and house events, to soirees and recreational outings. Whilst recognising the value of taking time out for quiet contemplation or pure relaxation, our weekends are varied and purposeful. Former boarders returning to Plymouth College often say that their boarding house has provided them with an invaluable and unique experience that will remain with them for the rest of their lives.

The 2019 ISI report noted that “boarding plays a significant role in establishing a supportive community where pupils’ mutual respect and tolerance are the norm.” In addition, they noted “Boarding pupils speak about the established family feel of the boarding house, helping their social enrichment



WELCOME TO PLYMOUTH

WHAT DOES PLYMOUTH AND ITS SURROUNDING AREA HAVE TO OFFER?

Plymouth is a port city in Devon and has not only an amazing maritime history and an historic Barbican district, but also offers a combination of rural charm and modern city living. It is ideally located in the beautiful South West of England.

Britain's Ocean City offers a stunning coastal experience and is home to breath-taking views. An ideal location for leisure and learning with plenty of quiet spaces and recreational opportunities. It has excellent transport links. It is around three to four hours by train to London and there are ferry links to France and Spain.

THE BARBICAN AND SUTTON HARBOUR

The historic Barbican and Sutton Harbour are the heart of the city's heritage with the oldest buildings and the greatest number of historical stories.

A vibrant place of cobbled streets, narrow lanes and more than 200 Listed Buildings, many of them Tudor and Jacobean, offer a wide range of cosmopolitan boutique shops, galleries, antique stores, restaurants, cafes and bars set amidst picturesque scenery.

Southside Street is home to the world famous Plymouth Gin Distillery, the building dating from the early 1400s and a former monastery inhabited by Black Friar Monks.

Sutton Harbour with its lively waterfront culture, is perfectly placed to make the most of all Plymouth has to offer, from unparalleled historic landmarks, to some of the city's largest and liveliest family attractions, such as the National Marine Aquarium, the largest aquarium in the UK. It is also home to the Mayflower Steps and a one mile Heritage Trail. You can also see the sights from two wheels and take advantage of the National Cycle Routes right on the harbour's doorstep.



ROYAL WILLIAM YARD

Surrounded by water, Royal William Yard is steeped in history, it blends Plymouth's historic naval past with award-winning design. Considered to be one of the most important groups of historic military buildings in Britain, it is also the largest collection of Grade I listed military buildings in Europe. You can relax on the lawn or take advantage of the breath-taking sea views of Plymouth Sound across to Cornwall, through the tunnel which offers a perfect look out point.

SMEATON'S TOWER

One of Plymouth's most iconic landmarks standing 72 feet high, Smeaton's Tower lighthouse has the best panoramic view in the city with elevated vistas of Plymouth Sound's National Marine Park.

The centrepiece of Plymouth Hoe, Smeaton's Tower was built on the Eddystone Reef in 1759. It was taken down in the early 1880s when it was discovered that the sea was eroding the rock it was built on. Two thirds of the structure was moved - stone by stone - to its current resting place.

For more information visit:

<https://www.theboxplymouth.com/outside-the-box/smeatons-tower>





PLYMOUTH COLLEGE

Ford Park, Devon, PL4 6RN

+44(0)1752 505100

ADMISSIONS

+44(0)1752 505100

admissions@plymouthcollege.com