



Uxbridge High School

HOUSE LEADER INFORMATION PACK

September 2017 or January 2018





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WELCOME FROM NIGEL CLEMENS, PRINCIPAL

Thank you for your interest in working at Uxbridge High School. I wanted to take this opportunity to tell you a little about our unique school and to highlight the significance of this important appointment. You are applying for this role at a pivotal point in our improvement journey. We have a robust, exemplary and highly energetic leadership group and staff team that is quickly moving Uxbridge High School to the next stage of its development. I am looking for exceptional people with energy and drive to join us in this work.

We have much to celebrate at Uxbridge High School including a committed and focused student body and staff, outstanding facilities, strong relationships with the community and school partners, supportive Governors and a thriving sixth form. We value the successes of every child, whatever their starting point, as a truly comprehensive and multicultural school that reflects life in modern Britain. You will enjoy the reward of working with a wide range of students, from a variety of backgrounds.

The current leadership team has developed and implemented a number of changes to the approach we take towards learning, teaching and progress. These include rigorous self-evaluation, close monitoring of the impact of teaching on learning and highly individualised student and group tracking. Our Teaching and Learning Community lead on numerous initiatives to support this, for example, developing our marking and feedback process and the forensic analysis of strengths and weaknesses in teaching standards. An extensive CPD programme is open to all staff at all levels and impacts highly on our practice. We have a strong vertical house system which supports both the academic and pastoral development of our students.

We are determined to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to Uxbridge High School, allowing our students to compete in a national context. This is one of the school's biggest challenges and one which needs a systematic, whole school focus, linked to a curriculum that is innovative, exciting and ultimately leads to student success. To this end we are constantly reviewing our curriculum pathways across the school to respond to the national accountability mechanisms, whilst balancing the need to do the best for our students.

As Principal I operate with an authentic and distributive leadership style. To support this I am looking for leaders and staff who subscribe to an open and trusting culture, who can bring a collaborative and 'can do' solution-focused attitude and who know that the only way to achieve excellence is to maintain and motivate our high-performing teams across the school.

The successful candidate will demonstrate their unrelenting energy, drive and dedication to make Uxbridge High School a school that can guarantee to maximise student progress and achievement through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to support Uxbridge High School on its journey, then I look forward to hearing from you further.



PROUD TO MAKE SUCCESS HAPPEN

Uxbridge High School is an ambitious and dynamic academy with over 1,200 students aged 11 -18.

Our vision

Uxbridge High School will be a school of choice where:

- through outstanding teaching, inspirational opportunities and exceptional learning we **open minds** and develop **unique** individuals.
- students and staff have the best possible environment in which to achieve, progress, learn and thrive. They are **positively** focussed, **determined** and demonstrate **respect** for all.
- we are at the heart of our local community, a school in which all students, parents, staff, stakeholders and partners are **PROUD** to make success happen.

Our values

Our values have been developed by students and staff and form the basis of our ethos and culture. All members of our school community subscribe and work towards always being:

Positive

Respectful

Open Minded

Unique

Determined

Proud to Make Success Happen

Our students

Our students are the strength and lifeblood of the school and consequently their needs are at the centre of all that we do.

Although the majority of our students live within 3km of the school, they have a diverse cultural and ethnic heritage. Of our students, 40-50% have roots established locally over several generations, whilst others are first generation arrivals from Eastern Europe, Africa and Asia. We celebrate the diversity of our community and inclusion is at the heart of our culture.

Our team

We have energetic and dedicated teachers, middle and senior leaders at Uxbridge High School. The governing body is well established and is resolved to drive ever further improvements in standards by working with the school and leadership team.

The profile of the teaching body, including curriculum leaders, is young. Uxbridge High School was the first school in the UK to fully adopt Teach First and we are constantly looking for new and innovative ways to recruit and develop all of our staff.

Our facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s is still in use and is complemented by developments in the 1970s, 80s and 90s. You will work in an exceptionally well-maintained school with high spec specialist classrooms, laboratories and facilities.

Our most recent accommodation includes an excellent £6m Sixth Form centre, a state-of-the-art full size indoor sport facility and a new £2.1m Art and Drama centre.

Our partnerships

To ensure the best opportunities for our students we have strong relationships with a number of local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders and the Royal Shakespeare Company.

Our website

Our website (www.uhs.org.uk) and twitter accounts (@UxbridgeHighSch, @UHSPrincipal, @UHSPE, @UHS_PA; @UHSCPD) give a fantastic insight into the life of the school and are used widely by parents and other stakeholders. Please do have a look at these before making an application.

Our location

Uxbridge is in the borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London. The school is close to Uxbridge town centre, which is served by bus and tube links to central London. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.

Key school facts and statistics

Type of school	Converter Academy since June 2011
Age range	11-18
Number of students	1,244
Number of teaching staff	76 teachers
Pupil Premium Students	38%
Number of Statemented Students	8
Students from minority ethnic groups	68%
% of Students whose first language is not English	47%
GCSE A*-C incl. En/Ma:	56%
Attainment 8:	46 C-
Ebac:	21%
A-level results 2016 APS per A Level entry:	26 new points (202 old points) C-
Vocational 2016 APS per entry:	36 new points (226 old points) Distinction
University admissions	66%



PROFESSIONAL DEVELOPMENT AT UHS

Uxbridge High School proudly offers an all-encompassing professional development programme for all staff employed by the school. Our range of professional development opportunities support colleagues with their individual needs facilitating success for all.

Time is dedicated to CPD throughout the year for staff in which the training offered has been consistently judged as very high quality. We use the CPD budget creatively to invite engaging and relevant guest speakers to the school as part of our highly engaging development days.

In modern times we understand that there is an increasing desire for accredited qualifications including Masters qualifications and we are proud to confirm that we support colleagues in their pursuit of higher and further education.

Our commitment to outstanding leadership is illustrated in our short, medium and long term training courses for leaders at all levels. We host the Teaching Leaders course for middle leaders as part of our package and work closely with a number of local schools to enrich our offer.

Furthermore we support colleagues as appropriate in attending external CPD courses. For example, colleagues may request to attend exam board feedback or subject specific external courses to support their development and therefore all colleagues are encouraged to be pro-active in seeking their own individualised professional development opportunities.

Support for colleagues joining Uxbridge High School

Starting a new school is challenging for all staff regardless of their position. At Uxbridge High School we go that extra mile to ensure all staff experience a comprehensive induction and are intensively supported during their first term.

We provide all staff with a full induction covering key policies and procedures relevant for Uxbridge High School and all teaching staff experience an additional session focused on teaching and learning pedagogy and securing at least good progress for all students. We refer to this as our 'flying start' programme and have thus far received 100% positive feedback on the outcomes. We trust that colleagues joining our existing strong team will flourish.

Initial Teacher Training and Newly Qualified Teachers

Uxbridge High School has developed an extensive and comprehensive programme of Initial Teacher Training and we have a very successful history of working with PGCE students, Teach First participants and NQTs. The induction support programme is an individualised programme of support, monitoring and guidance which aims to develop participants into outstanding practitioners. We work incredibly hard to ensure that the statutory requirements are not only met, but exceeded, to ensure a positive and rewarding experience for all involved. This is built upon effective CPD, experienced subject and professional mentors and a drive to ensure that we make success happen.

Initial Teacher Training (ITT)

Uxbridge High School supports a number of student teachers studying for their Post Graduate Certificate in Education through their school experience. Currently we have partnerships with Brunel University, The Institute of Education and Kingston University taking students in a variety of subjects. Many of these

institutions have recently been graded as outstanding by Ofsted and therefore we can be sure that we are working with the very best training providers. Student teachers are provided with a full support network to develop their professional practice. They take part in weekly CPD sessions which are specific to their training needs, have regular meetings with both a subject and professional mentor and regular developmental observation.

Newly Qualified Teachers (NQTs)

At Uxbridge High School we have a full NQT programme which aims to support newly qualified teachers in their development as professionals. This consists of weekly CPD sessions, strong mentor partnerships and on-going observations. The training programme is under continued evaluation in order to ensure that it has the desired impact for all participants. Uxbridge High School works closely with the local authority to ensure effective provision and support for all NQTs in them completing their induction year.

We aim to provide all NQTs with opportunities to:

- gain experience of working with young people in the classroom and general school situation;
- develop a range of teaching strategies;
- gain experience in planning, teaching and evaluating lessons and schemes of learning;
- develop skill and understanding in classroom management techniques;
- gain the confidence and skills to establish a purposeful learning environment;
- observe other teachers;
- gain experience of school, department and pastoral organisation; and
- develop the ability to work positively with young people, colleagues and parents.

Teach First

Teach First is an organisation which aims to address educational inequality for children from low socio-economic backgrounds by narrowing attainment gaps. Uxbridge High has a strong history of involvement in the Teach First programme, being one of the original start up schools. Our Teach First participants receive a full support programme which is based on a strong partnership between Teach First and Uxbridge High School. As well as developing as teachers, the participants complete academic studies which support their professional development. Each teacher gets a full programme of weekly CPD sessions, a number of mentors who they meet with regularly and frequent observations with developmental feedback.



UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: HOUSE LEADER

Responsible to:	Leadership Line Manager, Principal
Responsible for:	Line management of a House Guidance Leader
Grade:	Upper or Main Pay Scale (inclusive of Outer London Weighting) + TLR 1a (£7,621 pa)
Overview of role expectations	
In this role you will lead in creating the best possible educational experience for a particular cohort of students, namely a house. To aim for conditions in which teachers can operate at their optimum effectiveness so that all students achieve their full potential.	
Responsibilities and Tasks.	
To be responsible to the Principal and leadership line manager, to line manage a house guidance leader and house tutor team. Key responsibilities will include promoting high expectations and achievement for all students in your house through: <ul style="list-style-type: none">responsibility for the overall academic progress and pastoral care of a house cohort;leading staff and students with the objective of ensuring that all students make at least good progress;leading the house team and tutors to ensure effective support for all students, both in their studies and pastorally;monitoring and evaluating students' academic attainment and progress, behaviour and welfare; andidentifying students who are progressing below expectations, improving their levels of progress and ensuring access to a range of interventions.	
1.	To lead on raising student achievement <ul style="list-style-type: none">To examine and manipulate data to monitor and support students' progress and to direct intervention.To maintain an overview of student response to the whole curriculum and advise curriculum areas on coursework bottlenecks etc.To support the Citizenship and SMSC Co-ordinator in maintaining the delivery of the Citizenship curriculum, particularly organisation of house events and those involving external speakers etc.To support the leadership team in monitoring the delivery and teaching of Citizenship.To ensure that completion of homework is monitored through regular tutor checks.To support with book checks/work scrutiny.To liaise closely with the SENCO/ FLC team and Student Services to monitor students receiving additional support and make appropriate referrals.To support transition events for year groups within the house eg Year 7 induction, Year 9 options, Sixth Form transfer.
2.	To lead on pastoral support <ul style="list-style-type: none">To ensure that form tutors encourage every student to feel that the school is doing everything possible to foster students' academic and social capabilities to the full.To ensure that high standards of work, behaviour and uniform are maintained.To plan, co-ordinate and manage the work of the house guidance leader and house personal tutors.To support tutors and teachers to promote a purposeful, disciplined and thriving learning environment which aims to maintain student expectations and self-esteem.

	<ul style="list-style-type: none"> • To lead and support tutors and students through regular visits to tutor rooms. • To monitor and maintain the highest levels of attendance and punctuality of students. To set individual and group targets for improvement in consultation with tutors and the inclusion team. To contribute to whole school attendance initiatives. • To know all students in the house group as well as possible and become a person who students feel they can consult. • To co-ordinate all information received from staff, parents and external agencies regarding individual students and ensure this information is distributed appropriately. • To liaise closely with relevant outside agencies eg education welfare, social services, etc., attending professionals' meetings where appropriate. • To take steps to prevent bullying and support victims of bullying. • To be responsible for the compliance with the school's health and safety policy in tutor rooms, house base, offices and corridors and in any activity with students on or off site. • To contribute to the whole school safeguarding review group and to represent students and staff on safeguarding matters with external agencies and the whole school safeguarding review group and to undertake regular safeguarding training appropriate to the role. • To manage and monitor the application of the school discipline policy. • To withdraw individual students or groups of students for intensive behaviour modification programmes when those students are disrupting the learning of others. • To manage and support students who are on report, in seclusion and/or excluded. • To manage internal and external exclusions for the house group. • To contribute, where required, to the completion of reports to support exclusions and to attend governors' discipline panels.
3.	<p>Other management roles</p> <ul style="list-style-type: none"> • To represent the house group through the school's consultative structure. • To represent the house as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools, etc. • To lead (with the house guidance leader) regular weekly house briefings and meetings, setting appropriate agendas and arranging publication of brief minutes. • To arrange and attend parents' evenings. • To regularly meet and liaise with parents of students. • To promote a positive identity within the group through the organisation of assemblies, extra-curricular activities and house group events. • To plan / support / promote extra-curricular house events and to support at whole school events where appropriate. • To organise and conduct admissions interviews for new entrants, liaising closely with relevant staff. • To oversee production of reports and references for house students including confidential court, social service and medical reports. • To ensure that individual student records are maintained.
<p>In addition the role includes a teaching load.</p> <p>In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with other staff employed at the school, school governors and outside bodies. You will work under the reasonable direction of the Leadership Team line manager / Principal and undertake those responsibilities and duties which may be required from time to time which are commensurate with the level of this appointment.</p>	
<p>Name of Post Holder: _____ Signature: _____</p> <p>Date: _____</p>	



UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: HOUSE LEADER

Criteria

Qualifications / Education / Training

1. Qualified Teacher Status / PGCE or equivalent.
2. First degree.
3. Evidence of continuing and recent professional development.
4. Further degree.

Experience

5. Track record of good and outstanding teaching.
6. Experience of successfully leading a significant team(s).
7. Clear evidence of successful teaching at examination level with outcomes exceeding targets / NA.
8. Experience of curriculum area / pastoral leadership with outcomes consistently raising student achievement above NA.
9. Experience of working with senior leaders / senior teams.
10. Experience of organisation of large scale or whole school events.
11. Experience of whole school data analysis and working with data in the classroom.

Skills, knowledge and abilities

12. Evidence of excellent organisational skills.
13. Good interpersonal skills.
14. Good written, research and communication skills.
15. Ability to manage resources effectively.
16. Ability to motivate and effectively manage students in large numbers and individually.
17. Ability to communicate effectively, motivating and influencing staff, students, parents and all stakeholders.
18. Knowledge of current educational issues, including developments in the sphere of public examinations, curriculum, careers and university entrance.

Equal opportunities

19. Commitment to equal opportunities and inclusion.
20. Ability to promote and support the school's Equality and Diversity Policy.

Disposition

21. Flexibility, resourcefulness and commitment to Uxbridge High School, understanding collective responsibility.
22. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.
23. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
24. To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues.
25. A willingness to commit time to extra-curricular activities.
26. To demonstrate an innovative, diligent, "can do" attitude.
27. To be energetic and enthusiastic, a naturally positive outlook.
28. A willingness to be involved in school strategic planning and self-evaluation.



ADVERT

Uxbridge High School,
The Greenway,
Uxbridge
UB8 2PR

Required for September 2017 (if available) or January 2018

House Leader

Salary:

Main / Upper Pay Range + TLR 1a

Other benefits:

Salary inclusive of Outer London Weighting, membership of a private healthcare scheme (Benenden).

PROUD TO MAKE SUCCESS HAPPEN

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Our school values have been developed by students and staff and form the basis of our ethos and culture. All members of our school community subscribe and work towards always being: Positive, Respectful, Open Minded, Unique, Determined: Proud to Make Success Happen.

THE ROLE

At Uxbridge High School we have a strong house system for students in Years 7 – 11. We are looking for an exceptional candidate to join our highly successful team and lead on creating the best possible educational experience for a cohort of students. You will be responsible for the academic progress and pastoral welfare of students in a house, ensuring an outstanding student experience and enabling progression to Sixth Form and beyond. You will be charged with creating an inspirational organisational culture in which students and staff thrive.

In addition you will have a teaching load and we would particularly welcome applications from subject teachers in Mathematics, English, Science, MFL or Business Studies.

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Please take the time to view our website (www.uhs.org.uk) before making an application. This gives a fantastic insight into the life of the school.

HOW TO APPLY

Please complete the attached application form prior to the closing date. The application form includes career history and contact details and, therefore, a CV is not required. A supporting letter can be included if you wish and should be no longer than 2 pages of A4. Ensure that you detail how your experience and skills meet the Person Specification.

Closing date for applications: 3 July 2017 at 4.00 pm.

We reserve the right to close vacancies early if we have sufficient suitable applications. Therefore we encourage interested applicants to submit an application as soon as possible.

Interviews will be held as soon as possible thereafter.