



# Uxbridge High School

Curriculum Leader – Business Studies

INFORMATION PACK

January 2018





## **CONTENTS**

- 1. WELCOME FROM THE PRINCIPAL**
- 2. PROUD TO MAKE SUCCESS HAPPEN**
- 3. PROFESSIONAL DEVELOPMENT AT UHS**
- 4. JOB DESCRIPTION**
- 5. PERSON SPECIFICATION**
- 6. ADVERTISEMENT**



## 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](http://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

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

<b>Responsible to:</b>	Leadership Team Line Manager, Principal
<b>Grade:</b>	TLR 2B
<b>Overview of Curriculum Leader role expectations</b>	
In this role you will take overall responsibility for the leadership, management and co-ordination of all the work within the Business Studies Curriculum Area.-	
<b>Responsibilities and Tasks.</b>	
As Curriculum Leader, in addition to carrying out the professional duties specified in the Teachers' Pay and Conditions Document, he/she will be responsible to the Principal and Leadership Line Manager for the following specific areas:	
1.	<b>Curriculum Development:</b> <ul style="list-style-type: none"><li>• To lead and involve all curriculum area staff in the development planning for their area.</li><li>• To manage all aspects of the curriculum within the Curriculum Area to maximise student progress.</li></ul>
2.	<b>Raising Student Achievement:</b> <ul style="list-style-type: none"><li>• To be responsible for standards of achievement and progress across the Curriculum Area.</li><li>• To have overall responsibility for the assessment, recording and reporting within the curriculum area.</li><li>• To promote a purposeful, disciplined and thriving learning environment within the Curriculum Area which aims to raise student expectations and self-esteem.</li></ul>
3.	<b>Staff Development</b> <ul style="list-style-type: none"><li>• To manage the development of staff in accordance with whole school, Curriculum Area and individual needs.</li></ul>
4.	<b>Other Management Roles</b> <ul style="list-style-type: none"><li>• To represent their area through the school's consultative structure and to consult with the Principal / leadership line manager on matters concerning their Curriculum Area.</li><li>• To manage effectively and efficiently all resources within the Curriculum Area.</li><li>• To represent their Curriculum Area as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools, etc.</li><li>• To co-ordinate, promote and be involved in extra-curricular activities.</li></ul>
In addition the role includes a teaching load. Adherence to all safeguarding policies and procedures in place at Uxbridge High School.	
Signed: ..... Date: .....	
Name (please print): .....	





## UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: CURRICULUM LEADER – BUSINESS STUDIES

### 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 or outstanding teaching.
6. Experience of leading a team/s or area across the wider school\*.
7. Clear evidence of successful teaching at examination level with outcomes exceeding school targets / NA.

#### Skills, Knowledge and Abilities

8. Evidence of good organisational skills.
9. Good interpersonal skills.
10. Good written, research and communication skills.
11. Ability to manage resources effectively.
12. Ability to motivate and effectively manage students in large numbers and individually.
13. Ability to communicate effectively, motivating and influencing staff, students, parents and all stakeholders.

#### Equal Opportunities

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

#### Disposition

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

\*desirable