



PROUD TO MAKE SUCCESS HAPPEN



UXBRIDGE
HIGH SCHOOL

Assistant Principal Application Pack

Dear Applicant,

Thank you for your interest in applying for the role of Assistant Principal at Uxbridge High School. It is a privilege to lead this school and I use this message to share my ambition to provide a gold standard education and highlight the significance of this appointment in fulfilling this ambition.

If you have vision, drive, and moral integrity we can offer an exciting opportunity to be a leader in a school with a golden future. UHS is a highly successful co-educational academy for students aged 11-18. The school is very popular and has grown considerably over the years, reflecting a rising trend in educational achievement. As the new Principal my decision to use the colour gold that features in a logo as a symbol of our ambition provides us with a clear direction of travel for the highest standards in everything we do. The roll now stands at over 1,300, including 220 in our sixth form. We are a school of choice and oversubscribed in all year groups.

We have much to celebrate including a strong local reputation and a diverse, happy student body. Our staff are highly committed, enjoying very high levels of support, professional development, connection to a common purpose and a sense of community. We are based on an open and green campus which includes a range of state-of-the-art buildings and facilities.

At the heart of the school is its distinctive ethos and vision. Our **PROUD** values of positivity, respect, open-mindedness, uniqueness, and determination define our work. These values provide aspiration and structure for every student, whatever their starting point. We are proud to be a truly comprehensive school preparing students for life in modern Britain.

Academic performance is very good, across the school including the 6th form. We continue to recognise the importance of ensuring all students fulfil their ambitions and potential whatever these might be. They leave school as PROUD students with doors open for a bright future.

We have created a culture where staff and students are determined and committed to creating an environment where all can thrive. We hope you relish the opportunity to lead in a school which all stakeholders are proud to be involved with. We need leaders who are committed to nurture the ambitions of all students, right through the school until they are committed to their own aspiration and have the independence to apply to university, work as an apprentice, or excel in a unique field of their choice. Every endeavour and every aspiration are valued and celebrated. As a leader, you will ensure our teachers deliver lessons which give students the knowledge and skills, they need to be successful, but also create experiences that build character, positivity, and happiness. You will ensure students have positive attitudes in the classroom and beyond.

It goes without saying that the Assistant Principal role is crucial, not only in maintaining the culture that has been nurtured over the past 8 years in my role as Vice Principal, but also with a motivation for continued improvement. The person we are looking for will have boundless drive, proven and outstanding leadership skills, a natural desire to collaborate and a passion for designing the future strategic development of the school.

If our school priorities align with yours, I would welcome your application to join a school that creates optimism for the next generation. I very much look forward to reviewing applications in our search for the right person to lead Uxbridge High School into the future.

On behalf of the school, thank you for your interest in Uxbridge High School.

Louisa Seymour
Principal



The Role

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally. We have much to celebrate 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. As a truly comprehensive and multicultural school that reflects life in modern Britain, we value the successes of every child, whatever their starting point.

The school is looking to appoint Assistant Principal(s) to commence in September 2023. In this role you will have a passion for continuing improvement within the existing open and trusting culture and have a collaborative and 'can do' solution-focused attitude. You will be keen to champion our values - **P**ositivity, **R**espectfulness, **O**pen-mindedness, **U**niqueness and **D**etermination (**PROUD**).

You will be able to demonstrate that you have the skills and the track record to maintain the excellent relationship that exists with both staff and students, whilst setting challenging goals that motivate and foster continued improvement.

We are looking for Leaders who will have ambition and leadership skills to build on what has been already been achieved. Ideally you will have leadership experience in an outstanding school or a good school with outstanding features. In return you will have the opportunity to build on our solid foundations and be part of shaping the future success of Uxbridge High School.

We welcome applications from current assistant principals and experienced middle leaders.



Closing Date: Monday 17th April 2023, midday

Start Date: September 2023

Contract: Permanent, Full Time

Salary: L10-L17

How to Apply:

- Completed application form
- Supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.
- Email to recruitment@uhs.org.uk

If you would like to discuss any part of your application, or have any questions, please contact Magda Cimminiello, HR Manager on 01895 234 060.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.

“To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school.”

Mariam Razaie – Year 7



Job Description

In this role you will be a full member of the leadership team considering and working on all aspects of school self-evaluation, school improvement, planning and leadership in its widest sense across the school.

All Assistant Principal posts will include elements of curriculum support (line managing specific areas) and/or responsibility for areas of pastoral support; aspects of raising student achievement; and responsibility for areas of staff and student development. In addition, you will work with governors and be involved in other aspects of leadership work such as safeguarding, policies and systems, school evaluation, strategic development planning, appraisal, staffing and CPD, etc.

Responsibilities and Tasks

As Assistant Principal, in addition to carrying out the professional duties specified in the Teachers' Pay and Conditions Document, he/she will be responsible for and be required to discharge duties across the following specific areas:

Curriculum Development

- To provide support as a line manager for a number of curriculum and/or support areas.
- To work with the curriculum leaders to devise, monitor and oversee the curriculum structure and the development of new courses.

Raising Student Achievement

- To work with the data team interpreting, analysing and manipulating complex data streams to provide management information and to maximise student progress.
- To make effective use of student target setting and monitoring.
- To evaluate and assess examination results and the success of individual courses / students.
- To lead curriculum strategies to improve teaching, learning and achievement.

Dependent on the strengths of the appointed Assistant Principal, to further develop student performance and outcomes in a variety of ways, working with all staff, students, parents and governors.

House or pastoral year group leadership within a designated house or student pastoral group

- To lead on all matters pertaining to student attendance.
- To oversee pastoral and academic matters of students.
- To have overall responsibility for issues of attitudes to learning / behaviour.
- To liaise with SENCO and student services teams to monitor students receiving additional support and make appropriate referrals.
- To be responsible for assessing and evaluating the work in houses.
- To establish and implement effective working relationships with other Post-16 educational establishments.
- To ensure that the health and safety of all students is promoted consistently in accordance with policies and procedures.

Student Development

- To lead on parents' evenings, parental engagement events and other parent meetings.
- To encourage the development of and participation in extra-curricular activities.
- To encourage student voice and contribution to the wider life of the school.

Staff Development

- To line manage the house guidance leader (if applicable). To work with the guidance leader to lead, co-ordinate and manage the team of house tutors.
- To line manage the curriculum leader of one or more curriculum areas.
- To attend training and meetings as necessary to remain fully informed about developments and cascade information as appropriate to the leadership team and relevant staff.

Trustees and other external bodies

- To liaise and work with trustees and to attend and support trustees' meetings and sub-committees.
- To compile and present reports as required at meetings.

Other Management roles

Roles and responsibilities will be developed on appointment in order to take into account the strengths of the newly appointed Assistant Principal. The roles and responsibilities may be amended on a rolling basis to reflect the needs of the school and as the leadership team develops.

In addition, the role includes maintaining and developing school policies and systems, strategic development planning, maintaining and raising standards and achievement in teaching and learning, plus a teaching load and adherence to all safeguarding policies and procedures in place at Uxbridge High School.

Person Specification

Qualifications / Education / Training

- Qualified Teacher Status / PGCE or equivalent.
- First degree.
- Evidence of continuing and recent professional development including leadership CPD.
- Further degree*.

Experience

- Track record of good and outstanding teaching.
- Experience of successfully leading a significant team(s).
- Clear evidence of successful teaching at examination level with outcomes exceeding targets / NA.
- Experience of curriculum area / pastoral leadership, including effective curriculum design, with outcomes consistently raising student achievement above NA.
- Experience of working with a senior leadership team.
- Experience of organisation of large scale or whole school events.
- Experience of whole school data analysis and working with data in the classroom.
- Experience and track record in delivery of high impact teaching and learning to colleagues.

Skills, knowledge and abilities

- Ability to lead and manage whole school change projects.
- Evidence of excellent organisational skills.
- Good interpersonal skills.
- Good written, research and communication skills.
- Ability to manage resources effectively.
- Ability to motivate and effectively manage students in large numbers and individually.
- Ability to communicate effectively, motivating and influencing staff, students, parents and all stakeholders.
- Knowledge of current educational issues, including developments in the sphere of public examinations and curriculum.

Equal opportunities

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

Disposition

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



PROUD TO MAKE SUCCESS HAPPEN

Our Vision

Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

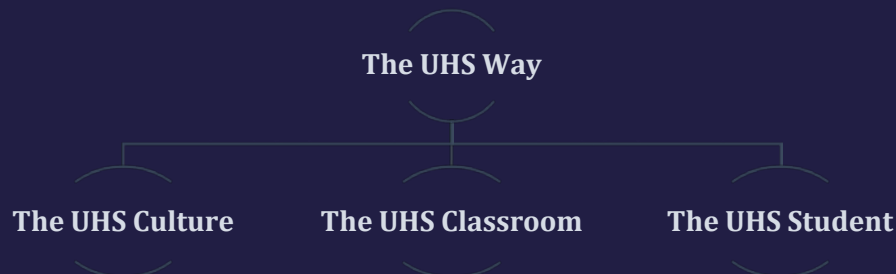
POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.



Benefits & Rewards

Uxbridge High School employees benefit from:

- Free membership to the Benenden Healthcare Scheme (private healthcare scheme).
- Teachers' Pension Scheme (for teaching staff) or Local Government Pension Scheme (for non-teaching staff).
- Long Service Awards.
- Cycle to Work Scheme.
- Interest free loan for ECTs (up to £1,500).
- Interest free travel loans.
- Onsite gym.
- Financial support for higher and further education.
- Ongoing training.



Our staff benefits are continually being developed as we aim to provide the best opportunities for our staff.



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all 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 a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

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

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- twitter.com/uxbridgehighsch
- twitter.com/UHSPrincipal
- twitter.com/uhs_VAPA
- twitter.com/UHSPE
- instagram.com/uxbridgehigh

We also have a LinkedIn page, giving updates and current vacancies: linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London 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, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.



Humanities
English
ICT
Oxonia Building
Junction
The Dome

OXONIA BUILDING