



Teaching Associate Applicant Pack

PROUD TO MAKE SUCCESS HAPPEN

Dear Applicant,

Thank you for your interest in applying to work at Uxbridge High School. It is a privilege to lead this school, and I am excited to share my ambition to provide a gold standard education. This appointment is crucial in fulfilling that ambition.

If you possess determination, drive, and moral integrity, we offer an exciting opportunity to be part of a fantastic school with a golden future. Uxbridge High School 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, I have chosen the colour gold for our logo to symbolise our ambition and commitment to the highest standards in everything we do. Our enrolment now stands at over 1,300 students, including 220 in our sixth form. We are a school of choice and are 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 sixth 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.

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

Our School

Uxbridge High School is a vibrant and ambitious school delivering a **gold standard education** that enriches students academically, socially, and emotionally. **Proud to Make Success Happen**, we work with students, families, and staff to ensure every student reaches their potential. We take pride in our diverse and ambitious students, our dedicated staff, and strong community partnerships

Our **PROUD values, Positive, Respectful, Open-minded, Unique and Determined**, guide all aspects of school life.

Uxbridge High School Academy Trust is committed to creating an environment where staff feel supported, challenged, and valued. This is reflected in our **gold standard approach** to teaching, curriculum, and professional development. Our [People Strategy](#) outlines how we invest in and value staff as an essential part of the school community.

The Department

The Teaching Associates/ Flexible learning Centre Department are responsible for ensuring that all students, particularly those with additional needs, are fully supported to access education and achieve their potential. The department works collaboratively with teaching staff and external professionals to provide tailored interventions, in-class support, and targeted programmes.

It focuses on promoting inclusion, removing barriers to learning, and supporting students' academic, social, and emotional development. Through monitoring progress, delivering interventions, and advising staff, the department plays a key role in enhancing student outcomes and ensuring compliance with SEND policies, safeguarding requirements, and inclusive education practices across the school.

The Position

The Teaching Associate supports teaching and learning by working under the direction of teachers and the SEND team to deliver tailored support to students, particularly those with additional learning needs. The role involves assisting individuals and small groups to access the curriculum, develop skills,

Closing Date: Monday 29th June, midday

Start Date: September 2026

Contract: Permanent, Full Time

Salary: UHS Associate Pay Scales Range 6 – 14, actual salary £25,760 – £28,899 pa, Inclusive of Outer London Weighting (36 hours per week, 39 weeks per annum)

How to Apply:

Completed application form on our [website](#)
Include in the application your 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.

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or recruitment@uhs.org.uk.

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.

and improve academic progress, while promoting independence, inclusion, and positive behaviour.

The postholder monitors and records student progress, contributes to planning and assessment processes, and collaborates closely with teaching staff and other professionals. They also provide targeted interventions in areas such as literacy, numeracy, behaviour, and social skills, ensuring students are supported both academically and emotionally within a safe and inclusive learning environment.



“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 10



UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: TEACHING ASSOCIATE

Responsible to:	Deputy SEND Service Manager, SENCO, Leadership Line Manager
Grade:	UHS Support Pay Range 6-14, Actual Salary £25,760 - £28,899 pa (inclusive of Outer London Weighting).
Hours:	30 or 36 hours per week, 39 weeks pa (term time plus five training days)
Overview of role expectations	
<p>To complement the work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>To monitor students and assess, record and report on student achievement, progress and development as agreed with the teacher.</p> <p>To liaise with teachers to support the learning activities for individuals/groups.</p> <p>All the above to be in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager/line manager.</p>	
Responsibilities and Tasks.	
1.	<p>Support for Students:</p> <p>To provide support for designated individual or groups of students in lessons through:</p> <ul style="list-style-type: none"> ● Help with personal organisation. ● Support of written work and practical tasks; and ● Encouragement with positive feedback. ● Clarifying and explaining instructions ● Ensuring the student is able to use the equipment and materials provided ● Assisting in areas of weakness, e.g., language, behaviour, reading, spelling, handwriting/presentation, recording, social skills, etc. ● Helping students to concentrate on and finish work set ● Meeting physical needs as required whilst encouraging independence ● Liaising with subject teacher devising complementary learning activities to meet the needs of all students ● Providing targeted intervention in literacy, numeracy, behaviour, social skills, study skills organizational skills, etc., programmes designed by the Flexible Learning Centre ● To support students through small group interventions. ● To support students with learning to read, phonics and reading catch-up. ● To provide individual support to students who have emotional, behavioural or social difficulties. ● To monitor the work and progress of students by liaising with subject teachers. ● Work with class teachers to raise the learning and attainment of students ● Promote students' independence, self-esteem and social inclusion ● Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement ● Offer specialist support in an area relating to SEND for example EAL, SEMH, ASD, ADHD, counselling, bereavement, etc.
2.	<p>Support for Staff:</p> <ul style="list-style-type: none"> ● To be familiar with schemes of work/lesson plans when providing in-class support through liaison with subject teachers. ● To work collaboratively with the subject teachers in preparation of adapted work for targeted students. ● To keep accurate records of the main events/achievements in a lesson that related to a



	<p>designated student and to discuss these with the class teacher.</p> <ul style="list-style-type: none">● Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)● Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities.● Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment● Use ICT skills to advance students' learning● Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role● Communicate effectively with other staff members and students● Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision● Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers● Collaborate and work with colleagues and other relevant professionals within and beyond the school● Develop effective professional relationships with colleagues● To participate in the evaluation of the support programme.● To provide regular feedback about the student to the subject teacher/SENCo
3.	<p>Support for the school:</p> <ul style="list-style-type: none">● To participate in appropriate training as advised, delivered or recommended by the SENCO and to participate in personal performance management.● To undertake those tasks related to student support, general department organisation and supervision which may be requested by the SENCO.● To provide individual support for designated students by withdrawing small groups of targeted students.● To support the Exam Teams with invigilation and access arrangement for internal and external exams as required.
<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 Principal / Leadership Team line manager / SENCO / Deputy SEND Service Manager.</p>	
Name of Post Holder:	Signature:
Date:	



UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: TEACHING ASSOCIATE

Criteria

Qualifications / Education / Training

1. Hold relevant qualifications at a level equivalent to at least NVQ Level 3, with a minimum grade C and 5 Mathematics and English.
2. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.
3. A willingness to undertake relevant training and/or work towards relevant qualifications.

Experience

4. Proven experience of working in an educational environment with the relevant age groups*.
5. Experiences which have provided a preparation for this post.
6. Understanding of relevant policies/codes of practice and awareness of relevant legislation.

Skills, Knowledge and Abilities

7. Understanding of the key factors which affect student learning.
8. Evidence of good organisational, interpersonal and communication skills.
9. Understanding of a range of strategies to establish a purposeful learning environment and to promote good behaviour.
10. Ability to interest, motivate and advance learning of students using clearly structured teaching and learning activities.
11. Ability to communicate effectively and sensitively verbally and in writing.
12. Able to form and maintain appropriate professional relationships and boundaries with children.
13. Excellent interpersonal skills both in working with young people and in forming effective professional relationships with a wide range of contacts.
14. Specialist skills / training in curriculum or learning area e.g. SEN, ICT. *

Equal Opportunities

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

Disposition

17. Flexibility, resourcefulness and commitment to Uxbridge High School, understanding collective responsibility.
18. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.
19. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
20. To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school.
21. Demonstrate a diligent, "can do" attitude.

*Desirable

PROUD TO MAKE SUCCESS HAPPEN

Our Vision

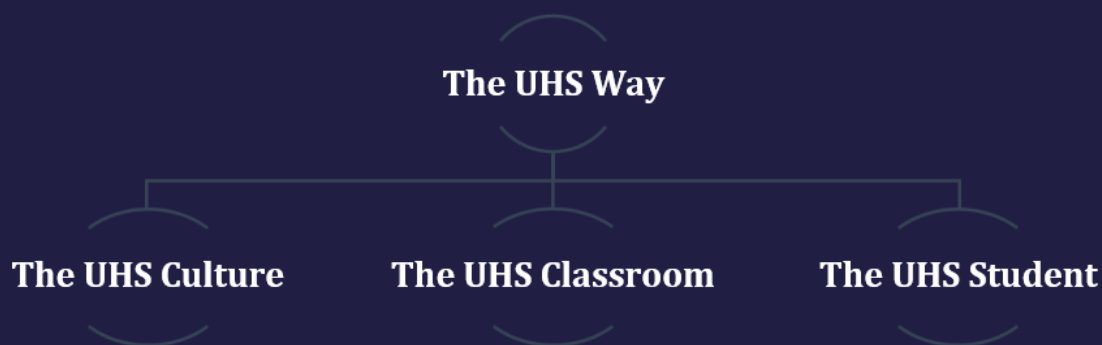
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

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.

TESTIMONIALS

Celebrating Our Dedicated Educators



“ From the moment I joined the staff, I felt welcomed and supported by colleagues. Everyone here is committed to fostering a collaborative and inclusive environment, which greatly enhances our ability to provide the best education our students. It's a joy to work in a place where open communication and mutual respect are the norms. ”

Campbell Hurst - Science Curriculum Lead

“ Working at Uxbridge High School is an incredible opportunity because of its supportive and collaborative environment that fosters professional growth. The school's commitment to innovative teaching methods and continuous improvement ensures that both teachers and students thrive. Additionally, the strong sense of community and dedication to student success make Uxbridge High School a truly rewarding place to work. ”

Fatima Latunji Jones - Leading Practitioner and Teacher of History



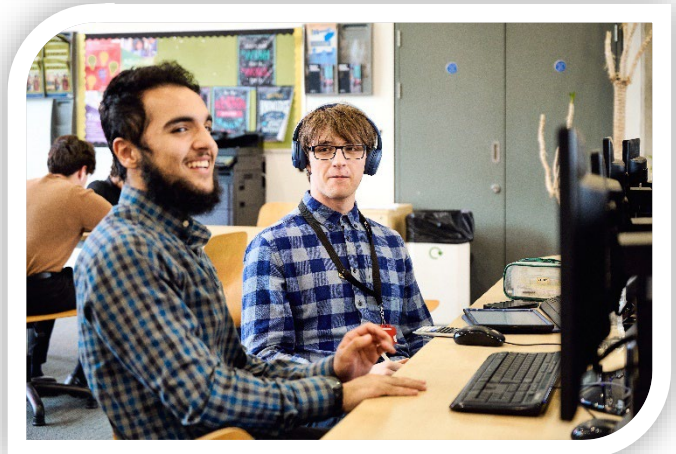
“ Uxbridge High School is a supportive and positive environment. Both staff and students are determined and enthusiastic, meaning that the curriculum is regularly adapted to inspire and encourage all learners. ”

Emmy Griffin - English Teacher

Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



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 www.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:

- <https://x.com/uxbridgehighsch>
- [instagram.com/uxbridgehigh](https://www.instagram.com/uxbridgehigh)
- www.facebook.com/uxbridgehighsch

- We also have a LinkedIn page, giving updates and current vacancies:
<https://uk.linkedin.com/company/uhs-uxbridge-high-school>

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.





UXBRIDGE
HIGH SCHOOL