



# Uxbridge High School

ICT TECHNICIAN - ICT  
INFORMATION PACK

May 2018 [or earlier if available]





## **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, @UHSPincipal, @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: ICT TECHNICIAN

<b>Responsible to:</b>	ICT Network Manager, Leadership Line Manager
<b>Grade:</b>	UHS APR 11 - 16, £18,357 – £19,281 pa
<b>Hours:</b>	36 hours per week, 52 weeks pa, 23 days annual leave pa
<b>Overview of role expectations</b>	
To be responsible for and assist in technical support of Information and Communications Technology (ICT) within the school, in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager/ICT Network Manager.	
<b>Responsibilities and Tasks.</b>	
1.	To ensure that all networks within the school operate efficiently and effectively. To assist and liaise with external organisations as required to achieve this.
2.	To acquire and maintain a basic understanding of the installation and operation of the hardware and software provided for all purposes in the school.
3.	To undertake appropriate technical and professional training related to your responsibilities.
4.	To be familiar with and use as necessary software packages for virus detection, Microsoft operating systems and PC hardware.
5.	To be aware of and comply with the need for strict confidentiality and security of all ICT systems and personal records and to be aware of and comply with all relevant legislation.
6.	To maintain integrated school systems such as cashless catering (including thumb / finger scans), on-line examinations, digital signage, BMS, CCTV, card entry and helpdesk as instructed by line manager.
7.	To maintain ICT suites and classroom PCs in terms of hardware and cleanliness. To assist with the maintenance, repair and upkeep of hardware or equipment as required, ensuring all systems within the school function efficiently.
8.	To arrange for the appropriate authorisation prior to the external repair of equipment and subsequent collection and return.
9.	To maintain systems and software settings where appropriate or necessary and to advise on operating procedures.
10.	To offer staff and student support in providing induction to staff on new systems or software and advice as required.
11.	To assist in developing and maintaining an ICT equipment register to provide a detailed analysis of equipment.
12.	In absence of the Network Manager, confidently to maintain and support the school's servers and networked systems.
14.	To set up areas of the school for assemblies, meetings, etc. when required, with particular responsibility for the Lancaster Building.
15.	To support out of hours school events with audio and video technology.
16.	To complete or assist with administrative tasks relating to your general duties.
In addition the role includes adherence to all safeguarding and other policies and procedures in place at Uxbridge High School and regular contact with students and staff. You will work under the reasonable direction of the ICT Network Manager / Leadership Team line manager / Principal.	
Name of Post Holder:	Signature:
Date:	



## UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: ICT TECHNICIAN

### Criteria

#### Qualifications / Education / Training

1. Educated to at least GCSE standard or equivalent, with a minimum C/5 grade in Mathematics and English.
2. Level 3 NVQ diploma.\*

#### Experience

3. Experience of working in a school or similar environment.
4. Experience of PC based hardware (fault finding and upgrades to desktop computers, iPads and laptops).\*
5. Experience of Windows 2008, 2012 & 2016 server (build and maintenance).\*
6. Experience of Windows 10 operating system (installation and maintenance).\*
7. Experience of Office365 and Microsoft Office.
8. Experience of supporting user in the use of ICT. \*

#### Skills, Knowledge and Abilities

9. All round ICT skills.
10. Ability to organise effectively.
11. Ability to work alone at times to ensure equipment is ready and working for lessons.
12. Physically fit and able to lift computers, printers, etc.
13. Ability to troubleshoot Microsoft Operating System based networks and have knowledge of tools available to help accomplish this (AD, DHCP, DNS, etc).\*
14. Evidence of ability to learn new operating systems.\*
15. Proven technical ability (NVQ or equivalent).\*
16. Logical approach to problem solving.

#### Equal Opportunities

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

#### Disposition

19. Flexibility, resourcefulness and commitment to Uxbridge High School, understanding collective responsibility.
20. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.
21. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
22. 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.
23. Demonstrate a diligent, "can do" attitude.
24. To be punctual and an effective team member supporting ICT throughout the school.
25. Energetic and enthusiastic, with a naturally positive and calm outlook.
26. A willingness to commit time to extra-curricular activities and flexible approach to working outside normal hours when requested.





## ADVERT

Uxbridge High School,  
The Greenway,  
Uxbridge  
UB8 2PR

Required as soon as possible

### ICT Technician

Salary: Uxbridge High School Associate Pay Range 11-16, £18,357 – £19,281 pa

This role is full time (36 hours per week, 52 weeks per year, with 23 days holiday pa)

## PROUD TO MAKE SUCCESS HAPPEN

Uxbridge High School is an ambitious and dynamic converter academy with over 1,200 students aged 11 - 18. We have much to celebrate at Uxbridge High School including a committed and focused staff, outstanding facilities, strong relationships with the community and school partners, supportive Governors and a thriving sixth form. As an early adopter school for Progress 8, we value the successes of every child, whatever their starting point. All of this takes place within a truly comprehensive and multicultural school that reflects life in modern Britain.

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

The school has recently moved to new providers for broadband, telecoms and SIMS support and as a result has recruited a new team to increase its level of in-house ICT expertise. We now have a vacancy for a Technician to work within this team of three to help provide technical support to our staff and students and ensure that the school's ICT network functions efficiently and effectively to meet the needs of all users and to support teaching and learning. You will be educated to GCSE standard, including a minimum C grade in Mathematics and English, and have experience of working in a school or similar environment. You will have good all-round ICT skills which ideally include one or more of the following: experience of PC based hardware (fault finding and upgrades to PCs, iPads and laptops); experience of Windows 2008 server, Windows 12 operating system (build and maintenance) and Office365; and the ability to troubleshoot Windows 2008 and Windows 10 based networks.

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](http://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 application and recruitment monitoring forms 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:** Friday 2 March 2018

**Interviews** w/c 12 March 2018