



# Uxbridge High School

## HR MANAGER INFORMATION PACK

February 2019 [or earlier if available]





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## WELCOME FROM NIGEL CLEMENS, PRINCIPAL

Thank you for your interest in working at Uxbridge High School. I would like 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 to join an exemplary and highly energetic staff team that has moved the school into a very strong position both locally and nationally. 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.

I would recommend that you spend time reading our most recent Ofsted report, which can be viewed here: [Ofsted report](#). The inspection report confirms in detail our significant strength in all areas of leadership, teaching, personal development and outcomes. We are particularly proud of our outstanding status for personal development, behaviour and welfare that represents the dedication and focus of all within our school community to work at the highest levels.

The current leadership team has embedded 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 lead practitioner team (LPT) lead on numerous initiatives to support this, for example, developing and supporting leadership of teaching at all levels. An extensive CPD programme is highly valued by staff at all levels.

Our determination to eradicate any disadvantage, particularly through poor literacy and numeracy on entry to the school, allows our students to compete in a national context. This is one of the school's biggest challenges and one to which we apply 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 to respond to the national accountability mechanisms, whilst balancing the need to do the best for our students. We have a strong vertical house system which supports both the academic and pastoral development of our students, allowing them to thrive in whatever they do.

Our sixth form provision is exceptional with a broad and exciting post-16 curriculum. We are highly successful in preparing students for a wide range of university, apprenticeship and workplace destinations.

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 that will continue to allow Uxbridge High School to be a school that can guarantee to maximise student progress, achievement and opportunity through an outstanding education.

If you feel you can meet the needs of all of our students without limitation, and are excited to join us, then I look forward to hearing from you further.

**Nigel Clemens**  
Principal



## PROUD TO MAKE SUCCESS HAPPEN

### PROUD TO MAKE SUCCESS HAPPEN

Uxbridge High School is an ambitious and thriving 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
- Determine
- 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 leaders 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 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 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 and music 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 and social media**

You can find out more about our work by looking at our public profile. Our website [uhs.org.uk](https://uhs.org.uk) and 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](https://twitter.com/uxbridgehighsch)
- [twitter.com/UHSPrincipal](https://twitter.com/UHSPrincipal)
- [twitter.com/uhs\\_VAPA](https://twitter.com/uhs_VAPA)
- [twitter.com/UHSPE](https://twitter.com/UHSPE)
- [instagram.com/uxbridgehigh](https://instagram.com/uxbridgehigh)

We also have a LinkedIn page, giving updates and current vacancies: [linkedin.com/company/uxbridgehighschool/](https://linkedin.com/company/uxbridgehighschool/)

### **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.

### **Our employee benefits**

Uxbridge High School employees can benefit from free membership to the Benenden Healthcare Scheme; a favourable pension scheme; financial support for higher and further education; interest free loan for NQTs (up to £1500); a cycle to work scheme and interest free travel loans.

### **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%

[Ofsted](#) (link to Ofsted report)



## PROFESSIONAL DEVELOPMENT AT UHS

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

Time is dedicated to CPD throughout the year, 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 development days.

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

Our commitment to outstanding training for teachers and leaders at all levels is illustrated by the range of opportunities we offer. These include; collaboration with colleagues, research, coaching, pedagogy development and personalised programmes. In particular, we host ASPIRE training courses which offer a bespoke package for all professionals at different stages in their career. We also work closely with a number of local schools to enrich our offer.

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 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 (ITT)**

We have 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.

We support 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 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 observations.

### **Teach First**

Teach First is an organisation which aims to address educational inequality for children from low socio-economic

backgrounds by narrowing attainment gaps. We have 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.

### **Newly Qualified Teachers (NQTs)**

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 continual evaluation in order to ensure that it has the desired impact for all participants. We work 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 across the school;
- 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.



## LOCATION

Uxbridge High School, The Greenway, Uxbridge, Middlesex, UB8 2PR.



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.



## UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: HUMAN RESOURCE MANAGER

<b>Responsible to:</b>	Leadership Line Manager, Principal
<b>Grade:</b>	UHS SPR 39 – 41 £37,098 - £38,994
<b>Hours:</b>	Full time, 36 hours per week, 52 weeks pa (28 days holiday pa, 33 days holiday after 5 years' service)
<b>Overview of role expectations</b>	
<ul style="list-style-type: none"> <li>• To manage and lead all aspects of recruitment of staff to the school</li> <li>• To ensure the school meets its statutory employment and equality obligations and to advise on all matters of relevant HR policies, administration and employment law</li> <li>• To provide a support function for staff relating to any matters relating to their employment</li> <li>• To provide advice on professional development and performance appraisal within the school</li> <li>• To report to relevant bodies on key HR issues.</li> <li>• To ensure accurate record keeping and administration to support the HR function within the school.</li> <li>• To work with the person in charge of daily cover to organise and administer cover arrangements for absent colleagues.</li> <li>• To be sufficiently discreet and able to work with highly confidential information.</li> </ul> <p>All the above to be in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager.</p>	
<b>Responsibilities and Tasks.</b>	
1.	Professional Development and Performance Appraisal <ul style="list-style-type: none"> <li>• To ensure effective appraisal systems are in place for all staff and to support managers at all levels to implement this consistently</li> <li>• To ensure appropriate plans are in place for succession planning.</li> </ul>
2.	Statutory employment and equality obligations / advice on HR policies, administration and employment law: <ul style="list-style-type: none"> <li>• To be responsible for advising the leadership team on implications of new employment related legislation and introducing new procedures ensuring that effective and appropriate HR policies and procedures are in place and approved by the governing body which meet legal requirements, best practice and organisational objectives.</li> <li>• To develop policies on issues such as working conditions, appraisal and capability, equal opportunities, disciplinary procedures and absence management as required.</li> </ul>
3.	Recruitment: <ul style="list-style-type: none"> <li>• To be responsible for leading a robust recruitment process.</li> <li>• To write and review job descriptions and person specifications as appropriate and in conjunction with the leadership group and appropriate line managers.</li> <li>• To create advertising campaigns appropriate to the roles available.</li> <li>• To screen candidates to include collation of job applications for shortlisting, arranging interview schedules and managing the interview process, ensuring compliance at all stages of the recruitment process.</li> <li>• To write letters of appointment and to provide any associated documentation during the employment lifecycle of the member of staff.</li> <li>• To lead and manage the induction process for all new staff at all levels to ensure all</li> </ul>



	<p>regulations are met.</p> <ul style="list-style-type: none"> <li>• To ensure safer recruitment training requirements are met for all interviewers.</li> <li>• To arrange interview schedules and manage the interview process, ensuring compliance with safer recruitment guidelines at all stages of the recruitment process.</li> <li>• To lead and manage the induction process for all new staff at all levels to ensure all regulations are met.</li> </ul>
4.	<p>Cover</p> <ul style="list-style-type: none"> <li>• To liaise with agencies to ensure all vetting checks are in place for supply staff.</li> <li>• To lead and manage supply staff to ensure they follow school protocols.</li> <li>• To plan ahead for known long term absences and to endeavour to book specialist staff to cover these.</li> <li>• To maintain records on SIMS cover.</li> </ul>
5.	<p>Support function for staff relating to employment matters:</p> <ul style="list-style-type: none"> <li>• To work with the leadership team and curriculum areas in a consultancy role, assisting line managers to understand and implement policies and procedures to provide guidance and support on managing attendance.</li> <li>• To provide advice regarding the timing of staff referrals by liaising with the occupational health provider and the leadership team.</li> <li>• To manage good absence management control including return to work interviews working to reduce the impact of long term absence in line with school policy and providing advice and guidance as appropriate</li> <li>• Dealing with other staff issues that may arise including handling issues of staff welfare and long term sickness</li> <li>• To support the Principal and leadership team in resolving matters including return to work interviews, redeployment, retirement on health grounds or dismissal.</li> <li>• To attend meetings in an advisory capacity to the Principal and/or governor panels on a wide range of HR issues</li> <li>• To support the leadership team by managing work associated with the school's grievance, disciplinary and capability procedures</li> <li>• To be responsible for the timely submission to the Finance team to ensure that relevant deadlines for staffing information are met.</li> <li>• To collate and submit all associated payroll/pension paperwork to the Finance team</li> <li>• To provide appropriate maternity / paternity advice regarding entitlement of leave and requests for flexible working, including responsibility for ensuring maternity risk assessments are completed as appropriate with any identified measures implemented.</li> <li>• To manage communications to staff during maternity/paternity leave including returning to work meetings, keeping in touch days, changes including updates in legislation.</li> <li>• To administer reference requests.</li> <li>• To ensure that effective communications mechanisms are in place to maximise opportunities for communication and consultation with school staff.</li> <li>• To case manage, prepare for and attend Employment Tribunals as necessary.</li> <li>• To advise the leadership group and governors on the staffing structure within the school.</li> <li>• To seek advice from external HR advisers where appropriate.</li> </ul>
6.	<p>To ensure accurate record keeping and administration to support the HR function within the school:</p> <ul style="list-style-type: none"> <li>• To maintain necessary documentation for employment and pay.</li> <li>• To be responsible for maintaining the staff database (SIMS) including changes to conditions, leave entitlements, review dates of staff probation etc.</li> <li>• To manage the HR section of the staff handbook.</li> <li>• To ensure safeguarding records are kept up to date (Single Central Record)</li> <li>• To be responsible for the maintenance of confidential staff records and to ensure that they</li> </ul>



	<p>are held confidentially</p> <ul style="list-style-type: none"><li>• To log details of special leave, sickness absence etc. in conjunction with cover manager to ensure cover as required.</li></ul>
7.	<p>Report to relevant bodies on HR issues:</p> <ul style="list-style-type: none"><li>• To report to the leadership team and governors on key HR issues including appraisal, staff absence, professional development and recruitment.</li></ul>
8.	<p>Single Central Record / DBS and safeguarding requirements</p> <ul style="list-style-type: none"><li>• To be responsible for maintaining the Single Central Record for the school.</li><li>• To ensure DBS checks are in place for all adults working with our students, including but not limited to staff, supply staff, volunteers, governors and coaches.</li><li>• To keep up to date with legislation and guidance regarding the Single Central Record and DBS checks for all adults working or volunteering in the school.</li><li>• To be able to present the Single Central Record to external sources including DSL, link governor for safeguarding, Ofsted, DfE inspectors, etc.</li></ul>
9.	<p>Other:</p> <ul style="list-style-type: none"><li>• To develop and maintain working relationships with other professionals.</li><li>• To ensure compliance with the disability equality scheme.</li><li>• To work in accordance with the data protection act.</li><li>• To produce the School Workforce Census.</li><li>• To manage and administer all payments under the Employee Referral Recruitment Scheme.</li></ul>
<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 / Curriculum Leader.</p>	
<p>Name of Post Holder: _____ Signature: _____</p> <p>Date: _____</p>	



## UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: HUMAN RESOURCES MANAGER

### Criteria

#### Qualifications / Education / Training

1. CIPD or equivalent HR qualification.
2. A willingness to undertake relevant training and/or work towards relevant qualifications.
3. Educated to at least A Level standard or equivalent.

#### Experience

4. Proven experience of working at HR Manager / Adviser level.
5. Understanding of working in the education sector.
6. Up to date knowledge of employment legislation and HR best practice.

#### Skills, Knowledge and Abilities

7. Ability to apply high level of tact and diplomacy and good interpersonal skills.
8. Excellent ICT skills including familiarity with a range of generic software and the experience or ability to work with school management software.
9. An organised approach to work, with an ability to manage own workload and an ability to work on own initiative.
10. Ability to communicate effectively both orally and in writing, including dealing with people at all levels.
11. Ability to understand the importance of confidentiality and sensitivity of information.
12. Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.

#### Equal Opportunities

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

#### Disposition

15. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.
16. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
17. 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.
18. Demonstrate a diligent, "can do" attitude.
19. Energetic and enthusiastic, with a naturally positive outlook.



## ADVERT

Uxbridge High School,  
The Greenway,  
Uxbridge  
UB8 2PR

Required for: February 2019 or earlier if available

### HR Manager

Salary: UHS Support Pay Range 39 - 41 (inclusive of Outer London Weighting). Salary £37,098 - £38,994.

Hours: Full time, 36 hours per week, 52 weeks 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. 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.

“This is a good school... the principal’s strong leadership has led to rapid improvements in the quality of teaching and outcomes for pupils... Pupils’ behaviour is outstanding. Pupils show respect for each other and their teachers, and are proud to uphold the values of the school.” – Ofsted 2018

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 is seeking to appoint an HR Manager who will lead a small HR team. The successful candidate will work together with the HR Administrator to provide a comprehensive HR service to all staff at Uxbridge High School. Key duties include; providing advice on all HR matters to Senior Leadership and managers across the school; reviewing and maintaining HR policies and procedures and dealing with managing attendance.

You will be educated to at least A Level standard and have a recent CIPD qualification or equivalent. You will have experience of working at HR Manager level, ideally within a school, as well as up to date knowledge of employment legislation and HR best practice. You will have excellent interpersonal skills, a high level of tact and diplomacy and an excellent command of written and spoken English. You will have a wide range of ICT skills and the ability to produce spreadsheets and manipulate data as well as producing correspondence. Above all, you will have the ability to establish and maintain effective working relationships with staff at all levels in the school whilst demonstrating a flexible approach and maintaining the confidentiality and sensitivity of information. We would welcome applications from exceptional people who can make an integral contribution to Uxbridge High School.

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 an 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: Monday 7 January 2019.**

**Interviews will be held as soon as possible thereafter.**