



Uxbridge High School

COVER SUPERVISOR 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 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
- 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 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: COVER SUPERVISOR

Responsible to:	Cover Manager (or HR) / Leadership Team line manager
Grade / Salary:	UHS SPR 18 - 21, actual salary £15,888 - £17,239 pa
Hours:	32.5 hours per week, 39 weeks pa (term time, plus staff training days and twilight training sessions).
Overview of role expectations	
<p>To relieve members of the teaching staff from a number of duties, including covering for absent colleagues and invigilating examinations.</p> <p>To provide support and assistance to curriculum areas as directed by the Cover Manager / HR.</p> <p>All the above to be in accordance with any directions which may reasonably be given by the leadership team line manager and/or Principal.</p>	
Responsibilities and Tasks.	
1.	To supervise a class of students when the timetabled member of the teaching staff is absent, as directed by the Cover Manager/HR and/or leadership team line manager OR in the absence of a teacher, provide supervision for a class of students and deliver a pre-prepared lesson, as directed by the Cover Manager/HR and/or leadership team line manager.
2.	To cover for colleagues during Period 6 and/or to undertake supervision of student/extra-curricular support/ provision.
3.	To liaise with the appropriate curriculum leader with regard to the work set for the students.
4.	To communicate the work set by the class teacher to the students, responding to any questions about process and procedures. To motivate students to complete set tasks.
5.	To provide necessary support to students, which may include literacy, numeracy and organisational skills. To collect completed work at the end of the lesson, returning it to the appropriate teacher.
6.	To ensure an orderly start and finish to the lesson, in line with school policies and procedures.
7.	To maintain effective classroom management and organisation, including implementing the school's behaviour policy. To report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising.
8.	To work within the school's guidelines for rewards and sanctions. To pro-actively use the school's rewards systems to motivate students.
9.	To invigilate both external and internal examinations as directed either as part of a team or on your own.
10.	To work with the FLC team when you are not required to supervise a class of students or for exam invigilation, as directed by the Cover Manager/HR Officer and/or leadership team line manager.
11.	To undertake arranging cover 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 / Cover Manager / HR Officer and be prepared to carry out any other duties commensurate with the general level of this appointment.</p>	
Name of Post Holder:	Signature:
Date:	



UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: COVER SUPERVISOR

Criteria

Qualifications / Education / Training

1. Educated to Level 3 or above, to include English GCSE at A*-C.
2. An excellent command of written and spoken English.

Experience

3. Experience of supervising groups of young people, ideally in a school setting.*
4. Experience of working in with young people, ideally in a school setting.*
5. Experience of arranging cover. *

Skills, Knowledge and Abilities

6. Highly developed organisational skills.
7. Effective communication skills.
8. Ability to work efficiently in a very busy environment.
9. Ability to maintain the highest personal and professional standards.
10. Ability to quickly assimilate new knowledge and work routines.
11. Knowledge and experience of behaviour management strategies for dealing with a class of students.

Equal Opportunities

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

Disposition

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

*desirable



ADVERT

Uxbridge High School,
The Greenway,
Uxbridge
UB8 2PR

Required for: January 2019 or earlier if available

Cover Supervisor

Salary: UHS Support Pay Range 18 - 21 (inclusive of Outer London Weighting). Salary £15,888 – 17,239pa.
Term time only – 32.5 hours per week, 39 weeks per year (Term Time plus staff training).

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

This role is to provide support and assistance to teaching staff throughout the school to relieve them from a number of duties. This will include supervision of classes and delivery of pre-prepared lessons when the timetabled member of the teaching staff is absent; invigilation of examinations; and working with our flexible learning centre to provide support for students in a small group setting. You will have experience of working with young people, ideally in a school, and will have knowledge and experience of behaviour management strategies for dealing with a class of students.

For the right person there may be progression opportunities to undertake arranging day to day cover.

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) 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: Thursday 3 January 2018.

Interviews will be held as soon as possible thereafter.