



School Attendance Support 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, forward-thinking school that celebrates the academic, social, and emotional growth of each student. We take pride in our diverse, committed student body, supportive staff, and strong relationships with the wider community. As a truly comprehensive and multicultural school, we embody the spirit of modern Britain, valuing every child's unique journey and success.

Uxbridge High School Academy Trust believes in creating an environment that allows employees to be at their best. This is known by the community as our **gold** standard. Our commitment to our people, how we value and treat staff is set in our [People Strategy](#).

The Role

Uxbridge High School is seeking a committed and compassionate **School Attendance Support** to help improve student attendance and ensure that every young person can thrive through full-time education.

In this key role, you'll work closely with students who are struggling to attend regularly, building positive relationships to help them overcome barriers and re-engage with school life. You'll also work alongside families to offer support and advice, carrying out home visits when needed and ensuring effective communication that encourages parental involvement.

Collaboration **with teaching staff, heads of learning and guidance leaders** will be central to your work. You'll track attendance data, identify concerning trends, and take appropriate steps, including legal processes where necessary, to reduce persistent absenteeism. Your input will directly influence the school's ongoing strategy to improve outcomes for all learners.

We are looking for someone who understands the **importance of attendance** in achieving **academic success**. You should have experience working in an educational setting, **excellent communication skills**, and the ability to handle sensitive situations with care and professionalism. Experience with school systems such as Arbor is desirable but not essential. This is a rewarding opportunity to make a real difference in students' lives, working as part of a supportive and dedicated team.

Closing Date: Monday 4th August

Start Date: September 2025

Contract: Permanent, Part Time

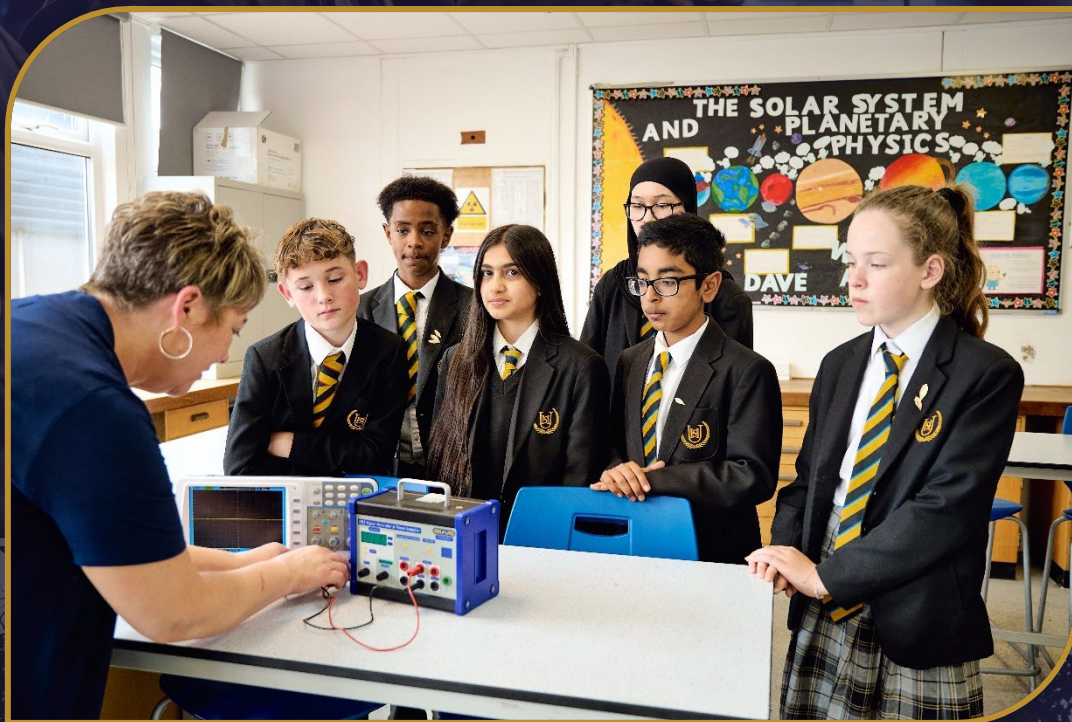
Salary: UHS SPR 15-20, Actual salary
£27,977 - £30,520 pa (Outer
London Weighting)

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.



"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 9

UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: SCHOOL ATTENDANCE SUPPORT

Responsible to:	Leadership Line Manager
Grade:	UHS SPR 15-20, Actual salary £27,977 - £30,520 pa
Hours:	36 hours per week, 38.4 weeks pa (term time only) plus two inset days
Overview of role expectations	
<p>To contribute to raising achievement by improving school attendance</p> <p>To work with students and families to identify the reasons impacting on the attendance of individual students and to facilitate their return or access to regular, full-time education provision</p> <p>To establish and develop a professional service to support the school, its staff, students and parents, in raising attendance, overcoming persistent absenteeism and improving punctuality.</p> <p>To provide a complementary service to existing teachers and pastoral staff in the school.</p> <p>To address the needs of students who need help to overcome the barriers to attending school and to support learning both inside and outside the school in order to achieve their full potential and to raise standards of achievement.</p> <p>To work alongside key school staff, outside agencies and our students and their families to promote excellent attendance and reduce levels of absence.</p> <p>To provide support and assistance to the House Teams and to whole school inclusion as directed by the SENCO or Leadership Line Manager.</p> <p>All the above to be in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager.</p>	
Responsibilities and Tasks.	
1.	<p>Support for Students:</p> <ul style="list-style-type: none"> To develop a relationship with students identified as needing to improve attendance and to devise, implement and evaluate individual student action plans. To work to increase the self-esteem and self-confidence of all students with low attendance in order to improve their personal and social skills and their motivation to learn and improve school attendance. To have the knowledge and understanding of the range of activities, courses, opportunities, organisations and individuals who can contribute to the provision of extra support for all students who struggle to improve their attendance. To assist with the identification of students who will receive support in improving their attendance record
2.	<p>Support for Staff:</p> <ul style="list-style-type: none"> To liaise with the SENCO, Heads of Learning and Raising Standard and Attendance Officer and other outside agencies to identify, support and work with students at risk of disaffection and school-refusal. To provide objective and accurate feedback and reports as required on student attendance and progress. To initiate appropriate legal action with Education Welfare Service (EWS) to ensure the school is carrying out its statutory responsibility in respect of students. This will include preparing statements, attending, and presenting evidence, or request the issuing of penalty notice fines or other legal sanctions and completion of Common Assessment Form (CAF) referrals. To provide regular reports on whole school attendance, including Sixth Form attendance, which effectively analyses trends across groups, cohorts and over time



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	to support Senior Leaders in improving attendance.
3.	Support for Families: <ul style="list-style-type: none">• To work with parents/carers and other agencies in improving their students' attendance record and coordinating parental support.• To maintain regular contact with families/carers of student's attendance and needs of extra support, to keep them informed of the student's needs and progress and to secure positive family support and involvement.
4.	Support for the school: <ul style="list-style-type: none">• To establish and develop a professional service to support the school in raising attendance, investigating and reducing persistent absences and improving punctuality• In conjunction with the Schools Attendance Officer, to undertake home visits as designated by the school.• To interpret information relating to attendance patterns and identify key areas of concern for Guidance Leaders and Heads of House• To assist with the identification of students who will receive support in improving their attendance record• To participate in meetings at the school as necessary.• To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs, to be able to offer informed advice to parents, school staff, governors and others.• To ensure that all registers are completed, that no missing marks or unexplained absences remain, and that correct attendance codes are entered in class registers and on the School Information Management System (SIMS). This includes identifying incomplete registers and reminding staff to complete them.
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.	
Name of Post Holder: _____ Signature: _____	
Date: _____	

UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: SCHOOL ATTENDANCE OFFICER

Criteria

Qualifications / Education / Training

First degree or equivalent. *

Literacy and numeracy skills equivalent to Level 2.

Experience

Experience of working in an educational environment.

Proven experience dealing with attendance.

Skills, Knowledge and Abilities

Evidence of good organisational, interpersonal and communication skills.

Ability to communicate effectively verbally and in writing, including confidence in public speaking.

Ability to attend meetings to present ideas.

Ability to manage resources effectively.

Ability to motivate and effectively manage students in large numbers and individually.

Ability to communicate effectively, motivating and influencing staff, students, parents and all stakeholders.

Knowledge of Arbor and able to work with a variety of software packages. *

Equal Opportunities

Commitment to equal opportunities and inclusion.

Ability to promote and support the school's Equality and Diversity Policy.

Disposition

Flexibility, resourcefulness and commitment to Uxbridge High School, understanding collective responsibility.

Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.

To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.

To believe in the importance of teamwork and a collaborative approach and be able to build supportive working relationships with colleagues both within and outside the school.

Demonstrate a diligent, "can do" attitude.

Energetic and enthusiastic, with a naturally positive and calm outlook.

A willingness to commit time to extra-curricular activities.

*Desirable

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Our Vision

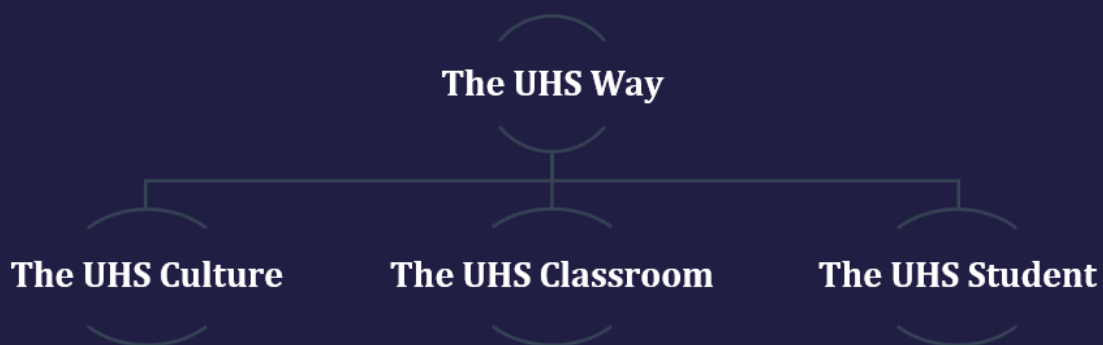
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

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 - Head of Learning Year 10



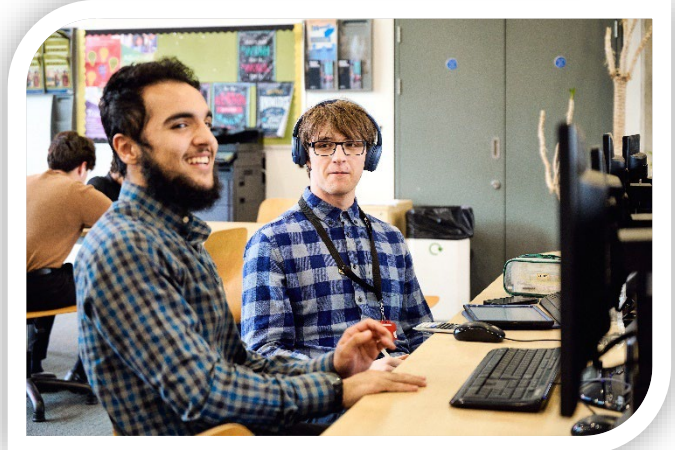
“Uxbridge High School is a supportive and positive environment. Both staff and students are determined and enthusiastic, meaning that the curriculum is regularly adapted to inspire and encourage all learners.”

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:

- twitter.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:
www.linkedin.com/company/uxbridgehighschool/

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

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





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