



**PROUD** TO MAKE SUCCESS HAPPEN



UXBRIDGE  
HIGH SCHOOL

# Sixth Form Support & Welfare Administrator Applicant Pack

**Dear Applicant,**

**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 confirmed that there has been no change to this school's overall judgement of good as a result of this ungraded (section 8) inspection. However, the evidence gathered suggests that the inspection grade might be outstanding if a graded (section 5) inspection were carried out now. The report confirms our significant strengths in all areas of leadership, teaching, personal development and outcomes. We are particularly proud of our broad and ambitious curriculum, which prepares our students well for GCSE and A-Level study.

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 and rich 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 ensure a rich and well referenced learning experience for all our students, whilst balancing the need to do the best for our students.

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. We seek teachers and leaders who are able and keen to achieve excellence across the school.

The successful candidate will demonstrate their unrelenting energy and 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

**Louisa Seymour Principal**



# The Role

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.

We are excited to offer a fantastic opportunity to join our dynamic and progressive Modern Foreign Languages department. Whether you are an Early Career Teacher (ECT) eager to make your mark, or an experienced educator looking for a new challenge, we welcome your application to become part of our supportive and innovative team.

## What we're looking for:

- A teacher who leads by example, with **outstanding classroom practice** and professionalism.
- A passion for placing students at the heart of the curriculum, ensuring their learning is meaningful and engaging.
- A teacher **driven to make a difference**, committed to overcoming barriers and enabling every student to achieve **exceptional progress**.
- A **team player** dedicated to personal development and working collaboratively with colleagues.

## Benefits of Joining Uxbridge High School:

- Competitive salary and pension scheme.
- Opportunities for **career progression** and leadership roles within the department.
- A welcoming and inclusive environment that values **wellbeing** and promotes work-life balance.

Join a school that is committed to the PROUD TO MAKE SUCCESS HAPPEN, values of positivity respect, open mindedness, uniqueness and determination. We believe that success can only come through a close partnership between dedicated staff, confident students, supportive parents and a committed Board of Trustees



Closing Date: Monday 27<sup>th</sup> January, midday

Start Date: Immediate Start

Contract: 36 hours per week, 41 weeks per annum

Salary: UHS SPR 8-11, Actual Salary £26,997 – £28,189 per annum .

## How to Apply:

- Completed application form on our website
- Include in the application your supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or [recruitment@uhs.org.uk](mailto: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 7**



## Job Description

**Responsible to:** Curriculum Leader

### Overview of role expectations

To supervise students in the sixth form private study area and to assist the Welfare and Provision Manager in operating the school welfare office. All the above to be in accordance with any directions which may reasonably be given by the Principal / Leadership Team line manager.

### Responsibilities and Tasks

#### Sixth Form Support Duties:

- To supervise private study through all spaces used in the ground floor of Lancaster Budling (sixth form study area) supporting students to use their time effectively during their Private Study. This will include monitoring students engagement and offering guidance to students who find it difficult to manage independent study by completing 6th Form supervision notes.
- Liaising with the 6th Form team in regards of issues raised by students the private studies time.
- To support with the administration and running of events and activities calendared for 6th Form throughout the year including amongst others, Parents' Evenings, Enrolment and social events.
- To monitor lates and attendance, reporting students who fall below expectation and sending the relevant documentation to parents as well as following up with the 6th Form Team. Duties will include contacting home and applying our behaviour policy in regard to lateness.
- Attend meetings in line with their role including attending and minuting 6th Form team meetings and relevant CPD.
- To undertake general administration duties to support the 6<sup>th</sup> form team.
- Be sufficiently familiar with the basic duties within the school. Receive incoming telephone calls, deal with queries and pass on messages.

#### Welfare Duties

- To support the Welfare and Provision Manager in operating the school welfare office.
- Under instruction of the Welfare and Alternative Provision Manager administer first aid to persons suffering accidents or sickness and arranging medical attention if required.
- Liaising with parents as and when required.
- To assist the manager with storage of prescribed medicines securely and administer these only with written parental permission.
- To maintain an accurate log of all accidents, incidents and first aid administered and make appropriate reports via sims.net database and statutory reporting requirements. To assist in maintaining a reporting system for infectious disease. To provide termly reports to the leadership team.
- To assist with maintaining a healthcare register of all students with recent or current conditions and to ensure spare asthma inhalers are held on site. To maintain up to date records of asthma pumps, epipens, etc. in line with national guidance, Ofsted requirements and school policies.
- To assist with maintaining basic first aid supplies in workshops, laboratories, offices and classrooms.
- To promote first aid, self-care and good physical and emotional health across the whole school via assemblies, student bulletins, citizenship etc.
- To undertake suitable safeguarding training (minimum Level 1) and use it to identify possible trends / patterns in referrals eg FGM awareness, reporting to the DSL.

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, parents, 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.

## Person Specification

### Qualifications / Education / Training

- Educated to at least A Level standard or equivalent, with a minimum C grade in Mathematics and English at GCSE.
- Valid first aid at work qualification.
- A willingness to undertake relevant training and/or work towards relevant qualifications.
- Registered General Nurse (RGN) qualification (Level 1). \*

### Experience

- Some knowledge of the working of a large comprehensive school.
- Experiences which have provided a preparation for this post.
- Experience of working with young people, ideally in a school situation. \*

### Skills, knowledge and abilities

- High level ICT skills.
- Experience of computerised administrative systems\*.
- An organised approach to work, with an ability to manage own workload and to work efficiently in a very busy environment.
- Ability to communicate effectively both orally and in writing with both students and adults in a sympathetic, confidential and professional manner. Good interpersonal skills with students and adults.
- Ability to maintain the highest personal and professional standards.
- Ability to quickly assimilate new knowledge and work routines.

### Qualities & Disposition

- Caring and efficient manner. Commitment to the best interests of the students.
- Ability to work on their own or as part of a team. Willingness to take responsibility.
- 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.

### Equal opportunities

- Commitment to equal opportunities and inclusion. \*
- Ability to promote and support the school’s Equality and Diversity Policy. \*

*\* Desirable*



# PROUD TO MAKE SUCCESS HAPPEN

## Our Vision

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

## The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD** to be:

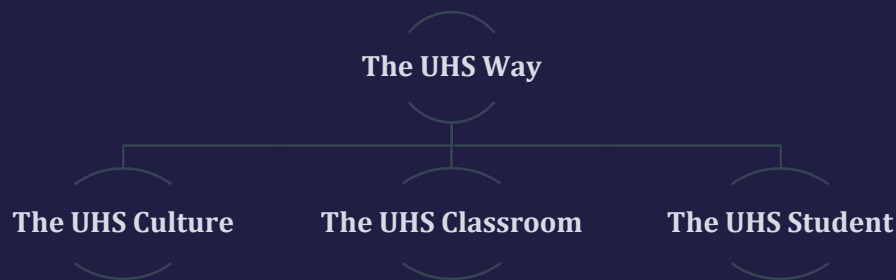
**POSITIVE** to learn new knowledge and thrive on developing their skills.

**RESPECTFUL** and kind to all members of our school community and its environment.

**OPEN MINDED** and happy about all new opportunities.

**UNIQUE** in their demonstration of skills and talents.

**DETERMINED** to achieve their best in all areas of the curriculum.



# 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 [uhs.org.uk](https://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](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 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.



Humanities  
English  
ICT  
Oxonia Building  
Sports  
The Dome

LANCASTER BUILDING