



# Guidance Leader 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

The school is seeking to recruit a Guidance Leader to work with the Head of Learning (Year) and leadership team to co-ordinate the best possible educational experience for cohorts of students, namely a House (including students from Year 7 to Year 11). You will support and liaise with a group of tutors; you will work closely with external bodies such as social services and the education welfare service; you will arrange and attend parents' evenings and other parental meetings; you will support the organisation and delivery of assemblies and house group events; and will be the first point of call for all pastoral issues relating to students in your house.

You will ideally be educated to a degree level, with up-to-date safeguarding training, and will have experience working in an educational environment and responsibility for the welfare and development of groups of children. You will have good organisational, interpersonal, and communication skills (both oral and written and be confident in public speaking in front of large numbers of students).

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

Closing Date: Monday 2<sup>nd</sup> June, midday

Start Date: Immediate Start

Contract: 36 hours per week, 42 weeks pa

Salary: Range 18 - 30 (actual salary £32,410 - £39,857pa inclusive of 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](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**



## UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: GUIDANCE LEADER

<b>Responsible to:</b>	Leadership Line Manager, Principal
<b>Grade:</b>	UHS Associate Pay Range 18 - 30, Salary £32,410 - £39,857 pa
<b>Hours:</b>	36 hours per week, 42 weeks pa (term time plus five inset days, plus fifteen additional days to be worked which will include some evening and holiday work by mutual agreement with the Leadership Line Manager)
<b>Overview of role expectations</b>	
In this role you will work with the leadership team to co-ordinate the best possible educational experience for particular cohorts of students, namely a house (including students from Year 7 to Year 11) and oversight of a year group. To aim for conditions in which teachers can operate at their optimum effectiveness so that all students achieve their full potential.	
<b>Responsibilities and Tasks.</b>	
To be responsible to the Principal and leadership line manager (house leader) in carrying out the following roles:	
	<ul style="list-style-type: none"> <li>● <b>Student support</b></li> <li>● To monitor student progress through interim reports, intervening to support and to raise achievement.</li> <li>● To support students with personal development and organisation.</li> <li>● To liaise closely with the SENCO/ FLC team and Student Services to monitor students receiving additional support and make appropriate referrals.</li> <li>● To devise, develop, monitor and review Individualised Specialist Intervention Plans for students who display challenging behaviour and/or students who are experiencing significant mental health difficulties.</li> <li>● To ensure that form tutors encourage every student to feel that the school is doing everything possible to foster their academic and social capabilities to the full.</li> <li>● To ensure that high standards of work, behaviour and uniform are maintained.</li> <li>● To support house/year tutors' e.g. messages, uniform, house briefings, visiting a tutor room.</li> <li>● To support tutors and teachers to promote a purposeful, disciplined and thriving learning environment which aims to raise student expectations and self-esteem.</li> <li>● To support with all issues of student attendance, working with the dedicated attendance team.</li> <li>● To implement and support staff with the school behaviour management systems.</li> <li>● To manage and support students who are on report, in seclusion and/or excluded.</li> <li>● To know all students in the house group as well as possible and become a person who students feel they can consult.</li> <li>● To co-ordinate all information received from staff, parents and external agencies regarding individual students and ensure this information is distributed appropriately.</li> <li>● To liaise closely with relevant outside agencies e.g. education welfare, social services, etc., attending professionals' meetings where appropriate.</li> <li>● To take steps to prevent bullying and support victims of bullying.</li> <li>● To be responsible for the compliance with the school's health and safety policy in tutor rooms, house base, offices and corridors and in any activity with students on or off site.</li> <li>● To undertake regular safeguarding training appropriate to the role.</li> <li>● To contribute to the whole school safeguarding review group and to represent students and staff on safeguarding matters with external agencies and the whole school safeguarding review group.</li> <li>● To manage and monitor the application of the school discipline policy.</li> </ul>

	<ul style="list-style-type: none"> <li>● To contribute, where required, to the completion of reports to support exclusions and to attend governors' discipline panels.</li> <li>● To offer support in specialism areas on a rotational basis with other members of House Guidance Team</li> </ul>
	<p><b>Other Management Roles</b></p> <ul style="list-style-type: none"> <li>● To consult with the Leadership Leader/house/year leader on matters concerning their house/year group.</li> <li>● To represent the Leadership Team/ house/year group as necessary within the school and at meetings with governors, parents, inspectors, feeder schools, other secondary schools, etc.</li> <li>● To lead (with the house/year leader) regular weekly house briefings and meetings, setting appropriate agendas and arranging publication of brief minutes.</li> <li>● To arrange and attend all parents' evenings.</li> <li>● To regularly meet and liaise with parents of students.</li> <li>● To arrange meetings with parents to explain general issues relevant to the group and to discuss the progress of individual students e.g. options evenings.</li> <li>● To promote a positive identity within the group through the organisation of assemblies, extra-curricular activities and year/house group events.</li> <li>● To organise and conduct admissions interviews for new entrants, liaising closely with relevant staff.</li> <li>● To oversee production of reports and references for house students including confidential court, social service and medical reports.</li> <li>● To ensure that individual student records are maintained.</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 Leadership Team line manager / Principal and undertake those responsibilities and duties which may be required from time to time which are commensurate with the level of this appointment.</p>	
<p>Name of Post Holder: _____ Signature: _____</p>	
<p>Date: _____</p>	



# UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: GUIDANCE LEADER

## Criteria

### Qualifications / Education / Training

First degree or equivalent. \*

Literacy and numeracy skills equivalent to Level 2.

Evidence of continuing and recent professional development.

Recent safeguarding training.

### Experience

Experience of working in an educational environment.

Proven experience of having had responsibility for welfare and development of groups of children.

### 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. Ability to lead and manage a team of staff.

Knowledge of SIMS (Schools Information Management System) 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*

# **PROUD** TO MAKE SUCCESS HAPPEN

## Our Vision

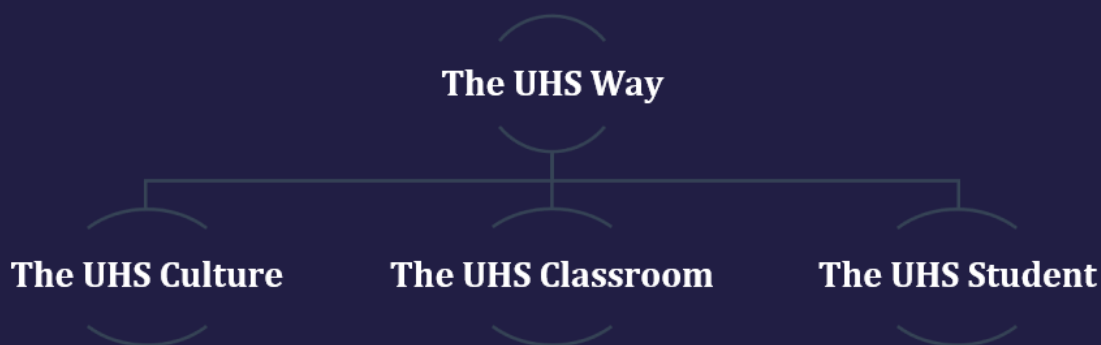
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

## 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.



# 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*

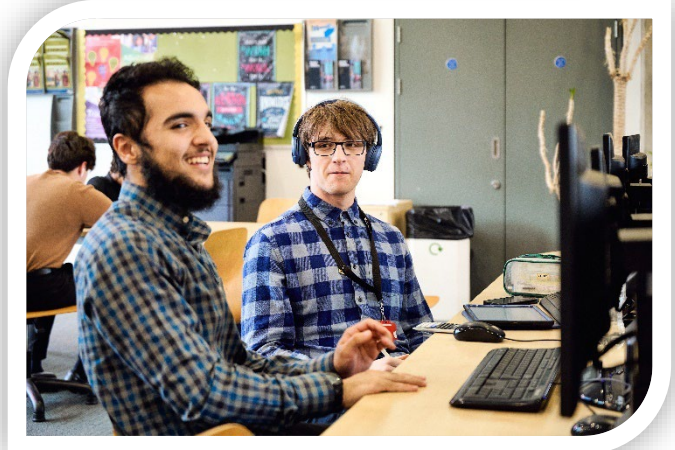




# Benefits & Rewards

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](http://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](https://twitter.com/uxbridgehighsch)
- [instagram.com/uxbridgehigh](https://www.instagram.com/uxbridgehigh)
- [www.facebook.com/uxbridgehighsch](https://www.facebook.com/uxbridgehighsch)

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