



Cover Supervisor 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](#).

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.

The Position

We are seeking a proactive and reliable **Cover Supervisor** to join our dedicated team at Uxbridge High School. This is a vital role that supports teaching and learning across the school, ensuring continuity in the classroom and maintaining a positive learning environment.

The successful candidate will provide essential assistance to teaching staff by supervising whole classes during short-term teacher absence, delivering preprepared lesson materials, supporting our Flexible Learning Centre, and assisting with exam invigilation.

This is an ideal opportunity for someone who enjoys working with young people and thrives in a dynamic, school-based environment. For the right candidate, there may be opportunities to take on additional responsibilities, including the coordination of day-to-day staff cover.

Key Responsibilities:

- Supervise students and deliver pre-prepared lessons in the absence of the class teacher.
- Maintain a calm, focused, and well-managed classroom environment.
- Support students in small group settings within our Flexible Learning Centre.

Closing Date: Monday 7th July, midday

Start Date: September 2025

Contract: Permanent, Part Time

Salary: SCP 15 -18
(£25, 730 – £27, 252 pa inclusive of Outer London Weighting)

Hrs of Work: 32.6 Hours per week, 39 weeks per year (term time plus five staff training days/twilight training sessions). Finishing time different on Tuesdays, which is 3:45pm, and Fridays 1:00pm.

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.

- Assist with examination invigilation during assessment periods.
- Uphold the school's behaviour policies and support student wellbeing.
- Liaise with teaching and pastoral staff to ensure continuity of learning.
- Potential to progress into a cover coordination role for daily staffing needs.



"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: COVER SUPERVISOR

Responsible to:	Cover Manager (or HR) / Leadership Team line manager
Grade / Salary:	UHS SPR 15-18 (inclusive of Outer London Weighting). Actual salary £25,730 – £27,252 pa
Hours:	32.6 Hours per week, 39 weeks per year (term time plus five staff training days/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 and prioritising appropriately.
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*

PROUD TO MAKE SUCCESS HAPPEN

Our Vision

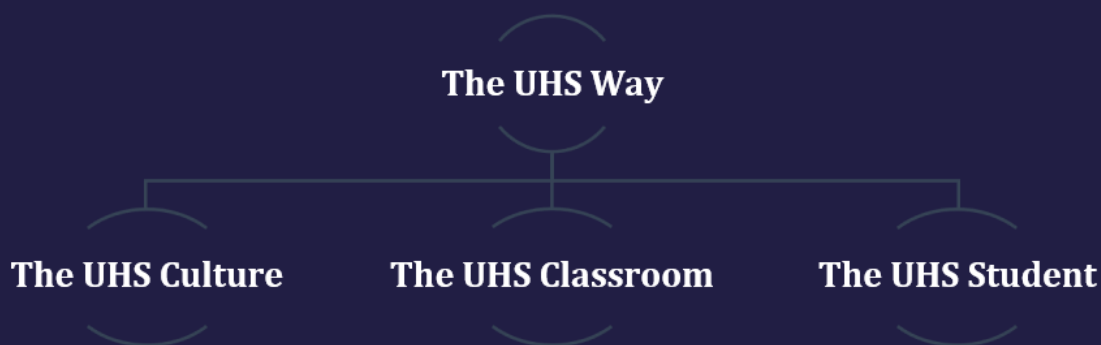
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

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



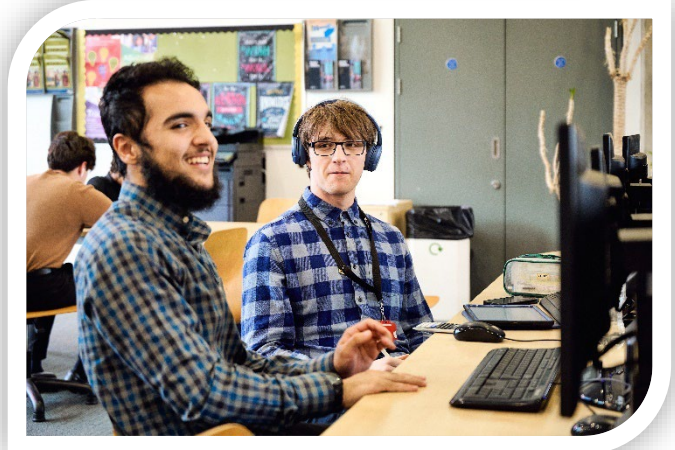
“ Uxbridge High School is a supportive and positive environment. Both staff and students are determined and enthusiastic, meaning that the curriculum is regularly adapted to inspire and encourage all learners. ”

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 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.





UXBRIDGE
HIGH SCHOOL