



PROUD TO MAKE SUCCESS HAPPEN



UXBRIDGE
HIGH SCHOOL

Exam Invigilator 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 seeking to increase our team of Examination Invigilators and seeking candidates who would be able to provide support during the busy exam periods throughout the academic year on an ad hoc basis. Duties will include ensuring that exam halls are set up correctly and that exam papers are delivered to the exam halls; invigilation of examinations; collation and return of all examination papers and materials at the end of examinations – all tasks to be carried out in accordance with the Joint Council of Qualifications regulations on which full training will be given.

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.

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 2nd February , midday

Start Date: Immediate Start

Contract: Hours of work are varied and are not guaranteed

Salary: £14.00 per hour. Hours of work vary and are not guaranteed.

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 7



Job Description

Responsible to: Examinations Officer

Overview of role expectations

In this role you will support the administration of the public and internal examination system at Uxbridge High School in accordance with any directions which may reasonably be given by the Exams Officer / Leadership Team line manager.

Responsibilities and Tasks

Teaching and Learning

- To be fully conversant with the Joint Council for Qualifications CIC (JCQ CIC) and Uxbridge High School's rules and regulations for conducting examinations.
- To have an understanding of the JCQ CIC regulations for the provision of access arrangements and reasonable adjustments for students.
- To ensure that the room meets JCQ CIC requirements at the start of each exam and to maintain exam conditions in the room until the students are dismissed.
- To assist the Examinations Officer and teaching staff with settling students into the exam hall in an appropriate manner.
- To ensure students are seated in their correct seat number as shown on the attendance register.
- To ensure that all students are aware that they are under exam conditions, retrieving mobile 'phones etc.

- To notify students of the start of the exam and record the start and finishing times of the exam.
- To reproduce examination/result materials as and when required and as directed by the Examinations Officer and the Leadership Team.
- To carry out administrative tasks relating to exams including distribution, sorting, collection and collation of all exam papers.
- To complete the attendance register and write up an incident report.
- To ensure late students are briefed, seated and allowed to sit their exam with the minimum of disruption to other students, marking up the register with time of arrival and revised finishing time.
- To supervise students during the exam in a quiet and unobtrusive manner.
- To respond to students' queries in accordance with the exam regulations.
- To supervise students who may need to leave the exam room for any reason.
- To be conversant with the evacuation procedures for exams.

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

Experience

- Some knowledge of the working of a large comprehensive school.
- An understanding of the English exam system.*

Skills, knowledge and abilities

- Ability to work and engage with young people.
- Ability to work in a school environment.
- Ability to work within a team or on your own.
- Ability to speak in front of large groups of students. *
- Strong computer skills and the ability to use relevant technology/equipment. Ability to teach all ability groups, meeting the needs of all students including SEN.

Qualities & Disposition

- Good interpersonal skills.
- Calm disposition.
- Flexible regarding hours and work.

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:

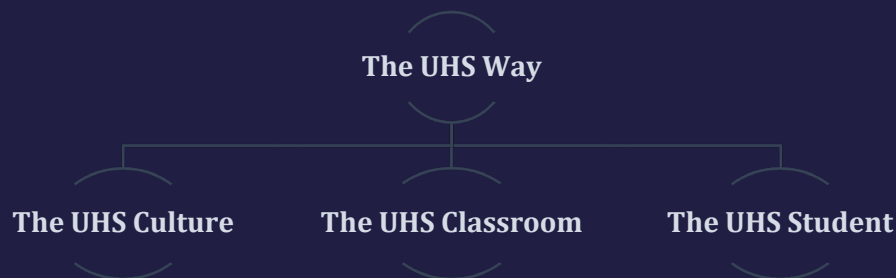
POSITIVE to learn new knowledge and thrive on developing their skills.

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 **the work life balance** and **have family friendly policies**
- **Staff events:** Christmas lunch and end of year event, sport days.



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 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
- 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 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