



Uxbridge High School

CLERK TO THE GOVERNING BODY INFORMATION PACK OCTOBER 2021





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WELCOME FROM NIGEL CLEMENS, PRINCIPAL

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 confirms in detail our significant strength in all areas of leadership, teaching, personal development and outcomes. We are particularly proud of our outstanding status for personal development, behaviour and welfare that represents the dedication and focus of all within our school community to work at the highest levels.

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 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 respond to the national accountability mechanisms, whilst balancing the need to do the best for our students. We have a strong vertical house system which supports both the academic and pastoral development of our students, allowing them to thrive in whatever they do.

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 and who know that the only way to achieve excellence is to maintain and motivate our high-performing teams across the school.

The successful candidate will demonstrate their unrelenting energy, 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.

Nigel Clemens
Principal



PROUD TO MAKE SUCCESS HAPPEN

PROUD TO MAKE SUCCESS HAPPEN

Uxbridge High School is an ambitious and thriving academy with over 1,200 students aged 11 -18.

Our vision

Uxbridge High School will be a school of choice where:

- through outstanding teaching, inspirational opportunities and exceptional learning we open minds and develop unique individuals.
- students and staff have the best possible environment in which to achieve, progress, learn and thrive. They are positively focussed, determined and demonstrate respect for all.
- we are at the heart of our local community, a school in which all students, parents, staff, stakeholders and partners are PROUD to make success happen.

Our values

Our values have been developed by students and staff and form the basis of our ethos and culture. All members of our school community subscribe and work towards always being:

- Positive
- Respectful
- Open Minded
- Unique
- Determine
- Proud to Make Success Happen

Our students

Our students are the strength and lifeblood of the school and consequently their needs are at the centre of all that we do.

Although the majority of our students live within 3km of the school, they have a diverse cultural and ethnic heritage. Of our students, 40-50% have roots established locally over several generations, whilst others are first generation arrivals from Eastern Europe, Africa and Asia.

We celebrate the diversity of our community and inclusion is at the heart of our culture.

Our team

We have energetic and dedicated teachers, middle leaders and senior leaders at Uxbridge High School. The governing body is well established and is resolved to drive ever further improvements in standards by working with the school and leadership team.

The profile of the teaching body, including curriculum leaders, is young. Uxbridge High School was the first school in the UK to fully adopt Teach First and we are constantly looking for new and innovative ways to recruit and develop all of our 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 recent accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sport facility and a new £2.1m art and drama and music centre.

Our partnerships

To ensure the best opportunities for our students we have strong relationships with a number of local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders 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 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 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.

The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.

Our employee benefits

Uxbridge High School employees can benefit from free membership to the Benenden Healthcare Scheme; a favourable pension scheme; financial support for higher and further education; interest free loan for NQTs (up to £1500); a cycle to work scheme and interest free travel loans.

Key school facts and statistics

Type of school: Converter Academy since June 2011

Age range: 11-18

Number of students: 1,244

Number of teaching staff: 76 teachers

Pupil Premium Students: 38%

Number of Statemented Students: 8

Students from minority ethnic groups: 68%

% of Students whose first language is not English: 47%

[Ofsted](#) (link to Ofsted report)



PROFESSIONAL DEVELOPMENT AT UHS

Uxbridge High School proudly offers an all-encompassing professional development programme for all staff employed by the school. These opportunities support colleagues with their individual needs facilitating success for all.

Time is dedicated to CPD throughout the year, in which the training offered has been consistently judged as very high quality. We use the CPD budget creatively to invite engaging and relevant guest speakers to the school as part of our development days.

In modern times we understand that there is an increasing desire for accredited qualifications including master's qualifications and we are proud to confirm that we support colleagues in their pursuit of higher and further education.

Our commitment to outstanding training for teachers and leaders at all levels is illustrated by the range of opportunities we offer. These include; collaboration with colleagues, research, coaching, pedagogy development and personalised programmes. In particular, we host ASPIRE training courses which offer a bespoke package for all professionals at different stages in their career. We also work closely with a number of local schools to enrich our offer.

We support colleagues as appropriate in attending external CPD courses. For example, colleagues may request to attend exam board feedback or subject specific external courses to support their development and therefore all colleagues are encouraged to be pro-active in seeking their own individualised professional development opportunities.

Support for colleagues joining Uxbridge High School

Starting a new school is challenging for all staff regardless of their position. At Uxbridge High School we go that extra mile to ensure all staff experience a comprehensive induction and are intensively supported during their first term.

We provide all staff with a full induction covering key policies and procedures and all teaching staff experience an additional session focused on teaching and learning pedagogy and securing at least good progress for all students. We refer to this as our 'flying start' programme and have thus far received 100% positive feedback on the outcomes. We trust that colleagues joining our existing strong team will flourish.

Initial Teacher Training (ITT)

We have developed an extensive and comprehensive programme of Initial Teacher Training and we have a very successful history of working with PGCE students, Teach First participants and NQTs.

The induction support programme is an individualised programme of support, monitoring and guidance which aims to develop participants into outstanding practitioners. We work incredibly hard to ensure that the statutory requirements are not only met, but exceeded, to ensure a positive and rewarding experience for all involved. This is built upon effective CPD, experienced subject and professional mentors.

We support a number of student teachers studying for their Post Graduate Certificate in Education through their school experience. Currently we have partnerships with Brunel University, The Institute of Education and Kingston University taking students in a variety of subjects.

Many of these institutions have recently graded as outstanding by Ofsted and therefore we can be sure that we are working with the very best training providers.

Student teachers are provided with a full support network to develop their professional practice. They take part in weekly CPD sessions which are specific to their training needs, have regular meetings with both a subject and professional mentor and regular developmental observations.

Teach First

Teach First is an organisation which aims to address educational inequality for children from low socio-economic

backgrounds by narrowing attainment gaps. We have a strong history of involvement in the Teach First programme, being one of the original start up schools.

Our Teach First participants receive a full support programme which is based on a strong partnership between Teach First and Uxbridge High School.

As well as developing as teachers, the participants complete academic studies which support their professional development. Each teacher gets a full programme of weekly CPD sessions, a number of mentors who they meet with regularly and frequent observations with developmental feedback.

Newly Qualified Teachers (NQTs)

We have a full NQT programme which aims to support newly qualified teachers in their development as professionals. This consists of weekly CPD sessions, strong mentor partnerships and on-going observations.

The training programme is under continual evaluation in order to ensure that it has the desired impact for all participants. We work closely with the local authority to ensure effective provision and support for all NQTs in them completing their induction year.

We aim to provide all NQTs with opportunities to:

- gain experience of working with young people in the classroom and across the school;
- develop a range of teaching strategies;
- gain experience in planning, teaching and evaluating lessons and schemes of learning;
- develop skill and understanding in classroom management techniques;
- gain the confidence and skills to establish a purposeful learning environment;
- observe other teachers;
- gain experience of school, department and pastoral organisation; and
- develop the ability to work positively with young people, colleagues and parents.



LOCATION

Uxbridge High School, The Greenway, Uxbridge, Middlesex, UB8 2PR.



Uxbridge is in the 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. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.



UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: CLERK TO THE GOVERNING BODY

Responsible to:	The Governing Body, through the Chair of Governors
Grade:	This role is remunerated at an annual salary of £5,000 pa
Hours of work:	<p>Attendance will be required at meetings which are held mostly in the evenings, occasionally during the working day. Admin tasks can be carried out at the convenience of the post holder.</p> <p>The expectation is that this role will not exceed 150 hours per academic year. The Clerk will maintain a record of hours worked. If there is a requirement for additional hours then this must be with prior written agreement from the Principal / Chair of Governors.</p>
Overview of role expectations	
<ul style="list-style-type: none">• To provide advice to the governing body on governance, constitutional and procedural matters.• To ensure the governing body is properly constituted.• To maintain records for the Governing Body in accordance with legal requirements and with any directions which may reasonably be given by the Chair of Governors.• To attend all governing body and committee meetings as per the annual cycle of meetings.• To be responsible for full admin support to the Governing Body; dealing with Trustees' mail; arranging and minuting all Trustees' meetings (including ad hoc appeal committees/panels); submitting register of Directors to Companies House.	
Responsibilities and Tasks.	
1.	<p>Provide advice to the governing body:</p> <ul style="list-style-type: none">• To act as the first point of contact for Trustees with queries on procedural matters within school government regulations.• To have access to appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the governing body.• To inform the governing body of any changes to its responsibilities as a result of a change in the school status or changes to the relevant legislation.• To ensure that statutory policies are in place, and are revised as necessary, with the assistance of staff.• To send new Trustees induction materials and ensure they have access to appropriate documents, including any agreed Code of Practice.• To advise of forthcoming vacancies on the governing body in advance of the expiry of a Trustees' term of office so that elections or appointments can be organised in a timely manner and where required to seek potential new Trustees to join the governing body.
1.	<p>Governing Body meetings:</p> <ul style="list-style-type: none">• To draw up the agenda for all governing body and committee meetings in consultation with the Chair, Principal and senior staff, ensuring that they are focused on school improvement, and to circulate to relevant members of the governing body and others as agreed by the governing body.• To arrange all governing body and committee meetings including distribution of papers and virtual arrangements if required.• To ensure all meetings are quorate.• To attend all governing body and committee meetings and take minutes. To agree the draft minutes with the Chair within two weeks of the meeting and circulate to all those who are entitled to receive them.

	<ul style="list-style-type: none"> • To arrange all hospitality including venue, IT support etc. as required for governing body meetings. • To draw up, publish and maintain the annual calendar of WGB meetings in consultation with the governing body and school. • To arrange and attend and minute ad hoc additional committee meetings specifically related to any statutory procedure such as exclusion hearings, admissions appeals, etc. • To organise Trustee panels for attendance at special and adhoc hearings, such as student panels and staff HR hearings. • To maintain records of Trustee attendance at meetings and advise the chair of potential disqualification through lack of attendance.
2.	<p>Other administrative support:</p> <ul style="list-style-type: none"> • To ensure that action is taken on the minutes of governing body and committee meetings in consultation with the Chair. • To deal promptly with all correspondence and notices and circulate as required in consultation with the Chair. • To author letters on behalf of the governing body and Chair as requested by the Chair. • To ensure that information requested by the governing body is duly supplied in a timely manner. • To take such action as is necessary to ensure that any vacancies on the governing body are filled in accordance with the regulations. To liaise with the school to ensure all Trustees' are vetted in accordance with safer recruitment guidelines and that a Disclosure and Barring Service check is carried out within deadlines. To ensure that Trustees have an induction. • To maintain files pertaining to governing body matters in accordance with regulations. • To maintain a register of Trustees pecuniary interests and ensure the record of Trustees' business interests is reviewed regularly and lodged within the school. • To assist with the elections of parent Trustees.
3.	<p>Manage Information:</p> <ul style="list-style-type: none"> • To maintain up to date records of the names, addresses and category of governing body members and their term of office, and inform the governing body and any relevant external bodies of any changes to its membership. • To maintain copies of current terms of reference and membership of any committees and working parties and any nominated Trustees eg Child Protection, SEN. • To maintain a record of signed minutes of meetings in school, and ensure copies are sent to relevant bodies if appropriate, and are published as agreed at meetings. • To maintain records of governing body correspondence. • To work with the school to ensure copies of statutory policies and other school documents approved by the governing body are kept in the school and published as agreed, eg on the website.
4.	<p>Other duties:</p> <ul style="list-style-type: none"> • To be available to meet with the Chair / Principal at regular intervals in order to aid communication between the school and governing body. • To undertake appropriate and regular training and development to maintain knowledge and improve practice. • To keep up to date with current educational developments and legislation affecting school governance. • To manage and publish opportunities for Trustees CPD and to encourage participation.
<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 Trustees and outside bodies. You will work under the reasonable direction of the Chair / Principal and be prepared to carry out any other duties commensurate with the general level of this appointment.</p>	
<p>Name of Post Holder: _____ Signature: _____</p> <p>Date: _____</p>	



UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: CLERK TO THE GOVERNING BODY

Criteria

Qualifications / Education / Training

1. Educated to at least A Level standard or equivalent.
2. An excellent command of written English.
3. Hold a relevant qualification or be prepared to undertake a course.

Experience

4. Proven experience of working in an environment where experiences included taking initiative and self-motivation.
5. Experience of working in an educational setting.
6. Prior experience of being a Clerk to Governors.

Skills, Knowledge and Abilities

7. ICT, including keyboard skills. Knowledge of Microsoft Word and Outlook. Ability to use the internet to access relevant information.
8. Good listening skills. Ability to apply high level of tact and diplomacy and good interpersonal skills.
9. Ability to organise meetings and co-ordinate people. Ability to write agendas and to record accurate concise minutes of complex meetings.
10. An organised approach to work, with an ability to manage own workload and an ability to work on own initiative to competing deadlines and with good attention to detail.
11. Ability to communicate effectively both orally and in writing at all levels.
12. Ability to maintain records, retrieve information and disseminate governing body data / documentation to the governing body and relevant partners.
13. Ability to understand the importance of confidentiality and sensitivity of information.
14. Ability to establish and maintain effective working relationships at all levels both within and outside the organisation whilst demonstrating a flexible approach.
15. Knowledge of governing body procedures.
16. Knowledge of educational legislation, guidance and legal requirements.
17. Knowledge of the respective roles and responsibilities of the governing body, the Principal, the local authority and the DfE.
18. Knowledge of Data Protection legislation.

Equal Opportunities

19. Commitment to equal opportunities and inclusion.
20. Ability to promote and support the school's Equality and Diversity Policy.

Disposition

21. To be a person of integrity, able to maintain confidentiality and impartiality. To be able to confidently address groups of people and individuals.
22. To have a flexible approach to working hours, including availability to work in the evenings. To have the ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.

23. To be interested in children as individuals, in how they learn and be committed to the comprehensive ideal.
24. 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.
25. To demonstrate a diligent, “can do” attitude.
26. To be energetic and enthusiastic, with a naturally positive outlook.



ADVERT

Uxbridge High School,
The Greenway,
Uxbridge
UB8 2PR

Required for: October 2021

Clerk to the Governing Body

Salary: £5,000 pa.

PROUD TO MAKE SUCCESS HAPPEN

Uxbridge High School is an ambitious and dynamic converter academy with over 1,200 students aged 11 - 18. We have much to celebrate at Uxbridge High School including a committed and focused staff, outstanding facilities, strong relationships with the community and school partners, supportive Trustees and a thriving sixth form. We are delighted to be recognised by Alps in the top 25% of UK schools, celebrating outstanding sixth form student progress at A level. We value the successes of every child, whatever their starting point. All of this takes place within a truly comprehensive and multicultural school that reflects life in modern Britain.

Our school values have been developed by students and staff and form the basis of our ethos and culture. All members of our school community subscribe and work towards always being: Positive, Respectful, Open Minded, Unique, Determined: Proud to Make Success Happen.

THE ROLE

We are looking for a Clerk to the Governing Body to provide advice on governance, constitutional and procedural matters; to maintain records in accordance with legal requirements; to attend all governing body, committee meetings; and to be responsible for full admin support to the governing body which includes dealing with Trustees' mail; arranging and minuting all Trustees' meetings (including ad hoc appeal committees/panels); and submitting the register of directors to Companies House.

You will have good ICT and strong oral and written communication skills; the ability to organise meetings, draft agendas and correspondence; the ability to record accurate concise minutes of complex meetings; the ability to manage own workload and work on own initiative to competing deadlines and with good attention to detail; and the ability to understand the importance of confidentiality and sensitivity of information. You will be flexible regarding hours of work. Most meetings are held in the evenings but you may also be required to come into school for meetings from time to time.

This role is pivotal to our success, the successful candidate will be:

- leading by example, through outstanding practice and professionalism;
- caring about students, their learning, and their futures;
- driven to make a difference, to overcome barriers, to be relentless in enabling our governing body to thrive;
- committed to your own personal development and to collaborative, consultative working.

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.

Please take the time to view our website (www.uhs.org.uk) before making an application. This gives a fantastic insight into the life of the school.

HOW TO APPLY

Please see full details on the Join UHS page of our website (www.uhs.org.uk). Both the **Application form – Associate** and **Recruitment Monitoring** forms should be completed and returned to recruitment@uhs.org.uk prior to the closing date. The application form includes career history and contact details and, therefore, a CV is not required. A supporting letter can be included if you wish and should be no longer than 2 pages of A4. Ensure that you detail how your experience and skills meet the Person Specification.

Closing date for applications: applications will be considered as they are received.

Interviews will be held as soon as possible thereafter.