

Sports Day



World Book Day



New Restaurant



Year 7 Lulworth Cove Visit



year 12 outward bound



Upton Court

GRAMMAR SCHOOL

Year 7 Trip to Wisley



School Show



UCGS is in the top 12% of schools nationally based on GCSE results

- top 9% for Science
- top 4% for Maths
- top 4% for English



Ad Astra – To The Stars!

Dear Colleague

Thank you for your interest in working at Upton Court Grammar School, which is the lead school in the Upton Court Educational Trust. This is an exciting opportunity for a forward thinking, energetic and committed practitioner who will be part of the team that continues to move the school forward.

It is our mission to create a positive atmosphere and culture in which everyone in the school community can develop and excel. We are committed to excellence and personal enrichment as much as to the fulfilment of every learner's potential which will enable them to face future challenges with confidence.

The Trust is a vibrant and exciting learning community and we have an excellent working partnership between staff, learners and parents. Together we believe it is our job to unleash the huge potential among the students and enable all our young people to become successful and responsible citizens, resilient, resourceful and creative thinkers who are confident and happy.

We are committed that all schools in the Trust will be:

- places of excellence where children can achieve full potential in their academic, creative, personal, physical, moral and spiritual development
- caring places where children and adults feel they make a contribution and are valued as individuals
- places of values where children learn respect for themselves and others
- partnerships between children, parents, staff and governors and the community as a whole.

As a selective school, Upton Court Grammar School provides academic young people from all backgrounds with the means to compete in the challenging future labour market and become principled and active citizens. We also value personal growth and expect our students to act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. I am proud to say that our students understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others. They are a credit to the school and to their families.

Education at Upton Court Grammar School is about inspirational teachers and aspirational pupils based firmly on high expectations. We expect nothing but the best from our students who continue to reward our trust with excellent exam results, sought after university offers and exceptional levels of participation in extracurricular and enrichment activities. Our results speak for themselves and have been validated by an Ofsted inspection grading of Outstanding in every category.

Upton Court Grammar School is a successful school community built on a strong culture and curriculum which takes into account the richness and diversity brought in by its members. As a world class school we take our commitment to the wider community very seriously and expect our parents to be active participants. I know I can count on every single member of the school community's support to fulfil one simple aim:

Ad Astra

If you share this vision and feel you can meet the needs of all of our students without limitation, I look forward to receiving and reading your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Hernández Estrada', with a stylized flourish at the end.

M Hernández Estrada
Principal



Our School

Upton Court Grammar School is a selective secondary school with around 1100 students aged 11-18. The school is proud of its history and upholds the traditional values associated with grammar schools: expectations of the highest possible attainment, hard work, commitment and behaviour which will allow effective teaching and learning to take place.

Upton Court Grammar School seeks to:

- become a centre of excellence and creativity in learning and teaching
- equip students with the ability to articulate their ideas with confidence in an increasingly competitive international work environment.

Within the school we resolve to:

- promote the highest academic standards and enable all students to achieve their full potential;
- be concerned for the education of the whole person;
- seek to produce self-reliant, conscientious and inquiring people who will go on actively learning for the rest of their lives;
- value all young people and get to know them well.

At the end of their education at Upton Court Grammar School, young people will have been prepared for life in a modern, multicultural democracy and promote British Values through working constructively with the local neighbourhood and wider communities.

Our Team

We have energetic and dedicated teachers, middle and senior leaders at Upton Court Grammar School and are committed to the principle of “teachers as leaders of learning”. Our commitment to high quality professional development seeks to provide the highest standards in all aspects of our practice. The School has been designated as a Teaching School since March 2013 and since September 2013 has been the lead school within the School Direct Slough Partnership. We also support the training of PGCE students from Brunel University, Reading University and many more. Teachers new to the profession are supported by an Induction Tutor, and NQT Coordinator and the Slough Learning Partnership of which the Trust is a member.

Teachers and support staff take ownership of their own professional development. The school has supported a number of teachers who have undertaken MA, NPQML, NPQSL and NPQH programmes. In addition, the school has also supported and funded unqualified teachers who wish to secure Qualified Teacher Status (QTS). A number of support staff have also been supported by the school in achieving recognised qualifications in HR, Finance, Accounting and Catering.

More recently, the school successfully bid for funding from the NCTL to run the Leadership & Equality Programme and the Return to Teaching Programme. The Leadership & Equality Programme has been designed by Upton Court Grammar School to nurture and develop aspiring leaders from minority backgrounds through

the provision of positive role models and leaders. 4 members of the teaching staff at Upton Court Grammar School applied for one of the 10 places on the programme and 3 were successful in their application.

As a full time teacher, you would engage in 18 hours of CPD through the course of the academic year and the school has dedicated time each week to CPD. The school is a member of PiXL, Doodle and 4Matrix.

Our Partnerships

Through our membership of the Slough Association of Secondary Heads (SASH) and our designation as lead school within the School Direct Slough Partnership, Upton Court Grammar School has strong relationships with all of the local secondary and primary schools and partner schools in Slough as well as wider relationships with the University of Reading, Brunel University and the Institute of Education.

Our successes

The most recent OFSTED inspection graded the school as “Outstanding”. The school has a national reputation for excellence and achievement and recently won the SSAT Educational Outcome Award (March 2015) for exceptional progress. The school is recognised as being in the top 12% of schools nationally for value-added progress for English, Maths and Science. The school is also a directly licenced centre for the Duke of Edinburgh Award and an increasing number of students have successfully completed their Bronze and Silver Awards. Over the years, a number of students have also been successful in securing places at Oxford, Cambridge and Russell Group universities. The school, and one of its teachers has also been nationally recognised by the British Science Association for the work with CREST. Through the CREST programme, 22 Silver Award and 2 Gold Awards have been issued to students of Upton Court Grammar School.

Our facilities and benefits

The original school building dates back to 1936. The school has already made significant changes to our facilities through a multi-million pound government investment under the Growth Fund and The Academies Capital Maintenance Fund. So far, improvements have included a new building for the English Department in 2012, and a new state of the art Restaurant and Sixth Form Centre in 2013. A further building programme funded by the EFA is due to start shortly. By the end of the Programme, as well as new classrooms, the school will also house a Performing Arts Centre, a brand new purpose built 4 Court Sports Hall and two Multi Use Games Areas (MUGA).

The school offers free refreshments to staff during the school day, complimentary lunches at Christmas and at the end of the school year. The Trust also provides an Employee Assistance Programme to all staff within the Trust Schools. Through this, staff can access support and advice on any number of things such as wellbeing, work-related issues, housing, family, financial and legal support. There is also an employee benefit scheme which offers savings and discounts across a number of well-known retailers and services. The Trustees are also active in recognising years of service for staff. Service is designed to reward loyalty to the school and recognises those who have accrued between 3 and 30 years of service.

Our location

Upton Court Grammar School is located just outside of West London. There are direct bus and rail links to Windsor, Maidenhead, Reading and West London. The school is also very close to the M4 and M25 motorways and Heathrow Airport providing national and global connections. Furthermore, due to improvements being carried out by Network Rail, from 2019, Crossrail links will provide quicker direct access to Central London.



2015 Key School Facts

Type of School	Selective Secondary Academy Converter
Age Range	11-18
Number of Students	Approx. 1100
Gender	Mixed
Number of Teaching Staff	67
Pupil Premium Students	13.6%
Number of Students with SEN with statements or EHC plans	3
Students from minority ethnic groups	95%
Progress 8 score	0.49
Attainment 8	A-
Students achieving 5+ A*-C GCSEs (inc. English & Maths)	99%
A-Level results APS per student	790
A-Level results APS per entry	221
University Admissions	99%
Website	www.uptoncourtgrammar.org.uk



Upton Court Grammar School English Department

Top 4% English results (Value Added)

Our aim is for our students to achieve their very best whilst enjoying themselves during the process!

About us:

English Department members are good and outstanding practitioners who continually aim to improve and enhance our practice. We are a diverse, creative, intelligent team of eight, many of whom have responsibilities in other areas of the school. You can find out more about us on our youtube channel (search for UCGS English) and through the school website.

The English Department is housed in a new building that opened in April of 2012. There are six classrooms equipped with SMART boards, projectors, visualizers, a teacher PC and even temperature control!

Who we're looking for:

A dedicated, positive and creative leader and team player with a good sense of humour! You should be passionate about teaching, incorporating a wide variety of resources, including technology, into lessons and about promoting independent learning both within and outside the classroom. Having an interest in teaching Media Studies at A Level would also be beneficial, but not essential.

What we teach:

AS/A2 English Literature: OCR decoupled specification from September 2015

AS/A2 Media Studies: AQA, with the new decoupled specification for 2017 yet to be selected

KS4 (Years 9-11): Edexcel GCSEs in English Language and English Literature 1-9. In 2015 99.6% of our students attained an A*-C grade.

KS3: A variety of units on prose, poetry, non-fiction, media, and drama are offered including successful units on documentaries for year 7 and The Gothic for year 8. We are developing a new thematic curriculum that will help students prepare for the new GCSEs.

We currently offer a creative writing club for years 7-9, a literacy club for year 7 and a media club for KS3 and KS4. English subject ambassadors help to plan exciting events during World Book Week and throughout the school year, they are also responsible for writing the department newsletter.

Extracurricular opportunities are wide and varied, the department collaborates with Drama to offer theatre trips for KS5 and KS4. We also work closely with the Librarian to offer Author's visits and with the Literacy co-ordinator to ensure literacy across the curriculum is supported through lunchtime workshops. So far this year The department has had a story teller into school to offer KS3 a 'gothic tales' experience, and we will be taking Y7 to Canterbury in February for a visit to the cathedral and the tales exhibition. We have a wide range of national writing competitions underway and we have also entered **Poetry By Heart** for the first time this year.

UPTON COURT GRAMMAR SCHOOL – Job description

Job title	Head of English
Line managed by	Senior Leader
Pay & Conditions	Academy Allowance £10303.00 per annum

JOB PURPOSE

Provide professional leadership and management of the department, raising standards of learner attainment, achievement and well-being through monitoring and supporting learner progress across curriculum and pastoral structures of the school in accordance with the strategic plan.

KEY AREAS OF IMPACT

The following key areas of impact are to be conducted in addition to those of the subject teacher.

Strategic Direction:

- Lead the development and implementation of policies and practices for monitoring learner attainment, achievement and well-being which reflect the school's commitment to high achievement and which are consistent with national and school strategies and policies;
- Actively monitor and follow up progress of learners within the department;
- Monitor and evaluate systems within department to evaluate effective teaching and learning;
- Contribute to the strategic school's development plan through the development, implementation and review of the departmental SEF;
- Contribute significantly to the development of learning to learn across the department and school;
- Promote the use of ICT in line with the school's ICT strategic plan, including the use of the Virtual Learning Environment.

Teaching and Learning:

- Monitor academic progress and prepare intervention strategies to tackle underachievement including managing behaviour;
- Contribute to the design and development of a curriculum provision for learners within the department to reflect personalised learning, assessment for learning and skills development, including monitoring, evaluating and reviewing as appropriate;
- Ensure that teachers are aware of the needs of inclusion of all pupils and groups;
- Lead curriculum development for the department;
- Promote and support the development of learning to learn across the department;
- Develop, monitor, evaluate and review systems in the department for recording individual progress leading to effective and appropriate intervention;
- Lead the analysis of a range of learner performance data (including value-added) in the department, using this to inform target setting and departmental development planning;
- Ensure schemes of work are developed and implemented appropriately;
- Monitor attendance and behaviour of learners in the department in accordance with school policy, taking appropriate action (in liaison with subject teacher) including contacting parents;
- Actively promote the development of effective subject links within and across the departments, between partner schools and with the wider community (locally, nationally and internationally).

Leading and Managing Staff:

- Create, maintain and enhance effective relationships with all stakeholders including parents
- Participate in the recruitment and selection of teaching and support staff as required and to ensure effective induction of new staff in line with School procedures;
- Develop the subject team and individuals through performance management to enhance outcomes;
- Plan, delegate, monitor and evaluate work carried out by team and individuals;
- Create a positive climate for learning with the highest expectations of behaviour.

Quality Assurance:

- Work with other heads of department to establish common standards of practice, promoting strategies for the development of effective teaching and learning, and of behaviour management;
- Evaluate the quality of teaching and standards of achievement, setting targets for improvement in the department;
- Monitor, evaluate and review practices for setting targets within the department and support subject teachers in working towards their achievement;
- Monitor the quality of communications and information provided by teachers, including reports, letters etc.;
- Monitor the implementation of school policies and ensure nationally-determined priorities are addressed as appropriate;
- Conduct effective performance management as directed;
- Establish common standards of practice across the departmental team and develop the effectiveness of teaching and learning styles in department;
- Monitor, evaluate and review the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria (inc. Ofsted).

Resource Management:

- Use financial and resource management innovatively and effectively

KNOWLEDGE AND SKILLS

Heads of Department should demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self-evaluation (inc. performance management and SEF);
- Principles and practices of effective teaching and learning;
- Principles and practices of monitoring, assessment and evaluation;
- Processes and systems for quality assurance;
- Principles and planning of effective leadership and management of change;
- Principles of curriculum planning;
- Principles of cross-curricular planning and delivery;
- Financial planning, resource planning and resource management;
- The application of ICT to learning, teaching and management in line with the school's ICT strategic plan;
- Health and safety issues as they relate to their particular department.

SAFEGUARDING

Upton Court Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring Service checks.

ADDITIONAL DUTIES

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Sustain professional development in agreement with line manager;
- Actively engage in the staff review and development process;
- The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

ADDITIONAL NOTES

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but in consultation with you may be changed by the Executive Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION – Head of Department

Qualifications	Essential	Desirable
Degree and Qualified Teacher Status	✓	
Enhanced DBS	✓	
Ongoing CPD portfolio	✓	
Further degree or diploma		✓
Experience, skills and knowledge	Essential	Desirable
Evidence of success in leading a team initiative in education	✓	
Experience in effectively deploying and managing staff	✓	
Evidence of raising achievement	✓	
Excellent communication skills	✓	
Evidence of effective finance and resource management	✓	
A clear commitment to extended learning	✓	
A tangible passion and enthusiasm for education	✓	
A keen interest in developing teaching in an innovative and creative way	✓	
A proven track record of excellence in the classroom	✓	
Experience of working with other teachers and professionals to extend their understanding and effectiveness	✓	
Outstanding subject knowledge in your subject area	✓	
Secure understanding of what is required to secure effective teaching and learning	✓	
Sound understanding of the strategies which help to raise pupils' attainment	✓	
Knowledge and experience of harnessing the impact of new technologies	✓	
Ability to use ICT effectively to support your professional role	✓	
An understanding of performance and contextual data as tools for improving standards of pupil achievement	✓	
An understanding of up-to-date educational development nationally	✓	
Team leadership experience in schools		✓
Experience of leading an aspect of whole-school development		✓
Experience of teaching in more than one secondary school		✓
An understanding of emotional literacy and developments to support learning and teaching, e.g. SEAL		✓

Upton Court Staff, see how much you could save!

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Where to find us

We offer information, advice and counselling 24 hours a day, 7 days a week.

Call 08000 856 148

Online access to support is only a click away.

Log on: www.educationsupportpartnership.org.uk/onlinesupport

Username: **worklifesupport**

Password: **support1**

"I found the service provided to be excellent in all respects and very useful to me at a difficult time in my life. My counsellor was sympathetic, compassionate and supportive. Many thanks."

Special School employee

edsupport.org.uk



Your Employee Assistance Programme

Advice and support for wellbeing

Supporting you to be your best



Supporting you in your everyday life

Education Support Partnership are here to support you through the inevitable ups and downs of everyday life. Our range of services include:

- Specialist information on a wide range of work-life issues
- Emotional support and counselling for a wide range of personal and work issues
- Legal guidance
- Financial guidance and debt counselling
- Child and dependent care support and advice
- Support for managers
- Up to 6 sessions of face-to-face counselling



"The only thing is I wish I had seen a counsellor much before I did. It has really helped me change my way of thinking and how I deal with things."

Primary School employee

Benefits to you

	Support and counselling for home-life issues	Specialist support for challenges such as relationship breakdown, bereavement or infertility.
	Support and counselling for work-related issues	Specialist telephone support for issues related to work.
	Financial and Legal	Our qualified legal professionals provide specialist support on a range of personal issues.
	Specialist information	CAB-type advice offering information and signposting.
	Support for Managers	A support service for managers, dealing with important and challenging people issues.
	Fast Access	You can access support via email, live chat, or telephone 24 hours a day

Supporting you in difficult times

Sometimes we face major life events, such as bereavement or serious illness, which challenge our usual ability to cope. Our expert team are specially trained to provide practical assistance and emotional support to help you through the most difficult times.

For our team of experts, there really is no problem too big or too small!

- Confidential access, 24 hours a day, 365 days a year
- Support when you need it
- Completely free to you*
- Whenever and as often as you need us



*Calls made from mobiles may be charged