



Our School

Upton Court Grammar School is a selective secondary school with just over 1000 students aged 11-18. The school is proud of its history and upholds the traditions 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. Our students achieve the highest grades at all levels but we are most proud of the exceptional progress they make. In 2018, Upton Court Grammar School was ranked in the top 1% of secondary schools in the country for student progress, making it one of the top grammars school in England on this measure.

At Upton Court Grammar School we aim for clarity in all things and can articulate our mission in one sentence:

Upton Court Grammar School ensured all students fulfilled their academic and personal aspirations and became successful and engaged citizens.

Our mission is written in the past tense so we can hold ourselves to account for making it a reality. In addition, all staff and students have their own mission-sentence, which connects our present to the future and gives meaning to our work and study.

At Upton Court Grammar School we have four core values that our staff and students live by: *Unity, Curiosity, Growth* and *Service*. These UCGS values inform our decision-making and guide us in our actions every day.

Our Vision for the Future

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;
- encourage the belief that it is not enough to do *well*, but that we must also do *good*; everyone has the potential and opportunities to make our world a better place.

Within the school we resolve to:

- promote the highest academic standards and enable all students to be successful at every level;
- 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 will promote British values through working constructively with the local neighbourhood and wider communities.

Our Team

At Upton Court Grammar School we have energetic and dedicated teachers, middle and senior leaders 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 Masters degrees, 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.

Full time teachers engage in 18 hours of CPDL through the course of the academic year and the school has dedicated time each week to CPDL. A proportion of CPDL time is self-directed to give teachers the autonomy to direct their own development. In addition, the school is a member of a number of national networks including PiXL, Ambition School Leadership and the Future Leaders Programme.

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" in all areas. The school has a national reputation for excellence and achievement and was ranked 9th in the country for student progress in 2017, having attained a Progress 8 score of +1.21. Previously, the school was recognised as being in the top 2% of schools nationally and in March 2015 we won the SSAT Educational Outcome Award for exceptional progress. 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 their 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, a new state of the art Restaurant and Sixth Form Centre in 2013 and new classrooms, science laboratories and performing arts facilities in 2017. The building programme is due to finish in Summer 2019 with a brand new purpose built 4 Court Sports Hall and two Multi Use Games Areas (MUGA). Once complete, the level of investment in the school will mean we will enjoy some of the best educational facilities in the south-east.

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.



2018 Key School Facts

Type of School	Selective Secondary Academy Converter
Age Range	11-18
Number of Students	1033
Gender	Mixed
Progress 8 score	+0.99
Attainment 8	7.1
Students achieving 5+ A*-C GCSEs (inc. English & Maths)	99%
A-Level results APS per student	104.05
A-Level results APS per entry	31.80
Website	www.uptoncourtgrammar.org.uk



Upton Court Grammar School English Department

In 2018, 25% of students achieved a grade 9 in English Literature

About us:

UCGS English Department Mission Statement: *The English department is a strong, collaborative team working consistently to challenge students with a rich, engaging curriculum in English that develops curiosity, creativity and compassion.*

English Department members are good and outstanding practitioners who continually aim to improve and enhance our practice. We are a diverse, creative and dedicated team of six.

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

Who we're looking for:

We aim to hire a positive and proactive team player who has a proven track record of excellent, reflective practice and is open to learning. You should be passionate about teaching, promote academic rigour as well as our wider school values of unity, curiosity, growth and service. Having experience in teaching A' Level English Literature would be beneficial, but not essential.

What we teach:

A' level: English Literature: OCR, H472

KS4 (Years 9-11): Edexcel GCSEs in English Language and English Literature 1-9.

KS3: A variety of exciting units on contemporary prose, poetry, non-fiction, media, and drama are offered. We have developed a new spiralled curriculum that will help students prepare for the content and skills required for their GCSEs.

We currently offer a creative writing club for years 7-9, a literacy club for year 7 and a successful debating club for all years. English subject ambassadors help to plan exciting events during World Book Week. Extracurricular opportunities are wide and varied, with various trips and events planned throughout the academic year. We also work closely with our librarian to offer author visits and workshops. Amongst other things, students have had a theatre company perform *Macbeth* and *The Strange Case of Dr Jekyll and Mr Hyde* in school and students have participated in the public speaking competitions including Rotary Youth Speaks and the PiXL Up for Debate competition.

JOB DESCRIPTION

Job title	Main Scale Teacher
Line managed by	Head of Department

JOB PURPOSE

- Secure and maintain high quality learning and teaching in order that students are able to make progress and achieve to their potential as successful, resilient and independent learners;
- To fulfil the school's mission: Upton Court Grammar School ensured all students fulfilled their academic and personal aspirations and became successful and engaged citizens;
- Contribute to the overall ethos, work and aims of the Trust.

KEY AREAS OF IMPACT

Strategic Direction:

- Establish and uphold the ethos of the school with students through the full implementation of policies;
- Implement school policy and procedure reflecting the school's commitment to high achievement, ensuring each student is treated as an individual and able to develop as successful learners;
- Contribute to the development of learning to learn and assessment for learning;
- Support the head of department as required and directed in implementing the department development plan and to assist in evaluating the impact of the plan on teaching and learning.

Teaching and Learning:

- Establish and maintain an environment which promotes effective learning and provides an appropriate level of challenge for able students;
- Plan and deliver lessons in accordance with the agreed scheme of work / subject specification, taking account of the specific learning needs of students within the class;
- Plan homework or other out-of-class work to sustain individual learners' progress and to extend and consolidate learning through the marking of this work where appropriate;
- Actively promote personalised learning and assessment for learning opportunities within their subject for the benefit of the students;
- Analyse a range of relevant performance data for students in their classes and use this to plan future learning and inform target setting;
- Follow subject and school procedures for the assessment, recording and reporting of student attainment and progress including attendance at parents' evenings;
- Provide timely and relevant information enabling each student to understand their current levels of attainment and the action they must take to achieve to their potential, including report writing;
- Actively promote the development of effective subject links internally and between partner schools and the wider community (locally, nationally and internationally);
- Monitor attendance and behaviour of students in their classes in accordance with school policy taking appropriate action including contacting parents;
- Undertake the teaching of classes/groups as may reasonably be required by the Principal or Line Manager.

Quality Assurance:

- Actively participate in performance management and professional development;
- Participate, at the request of the Principal or Line Manager, in the school's monitoring, evaluation and review procedures including evaluation against quality standards and performance criteria;
- Evaluate the impact of their teaching on the progress of all learners and modify their planning and classroom practice where necessary.

Resource Management:

- Follow school procedures in the allocation and use of resources to support effective learning and teaching.

KNOWLEDGE AND SKILLS

Subject teachers should demonstrate knowledge and understanding of:

- Professional Standards required of all teachers in England;
- School policies and procedures;
- Secure knowledge of subjects/curriculum areas and related pedagogy across the full age range;
- Relevant statutory and non-statutory curricula and frameworks for identified subjects/curriculum areas;
- Schemes of work for subject(s) taught;
- Principles and practices in relation to managing learning and teaching, including behaviour;
- The appropriate application of ICT, literacy and numeracy to support teaching and wider professional activities;
- Health and safety issues as they relate to their particular subject area(s).

ADDITIONAL DUTIES:

Any teacher can expect to be designated as a form tutor. As such, any form tutor should adhere to the following roles and responsibilities:

The form tutor's role is to:

- Carry out statutory tasks, including completing registration accurately and on time;
 - Monitor and support learners' academic and social progress;
 - Monitor learners' attendance, punctuality and behaviour, taking direction from Head of Key Stage as appropriate;
 - Contribute to the tutees' spiritual, moral, cultural and social education;
 - Make him/herself available to parents/carers, where appropriate, for the purpose of discussing personal matters concerning a learner's welfare, behaviour and other concerns that may adversely affect successful learning;
 - Attend parents' evenings and tutors' evenings, and other events specified by the principal;
 - Ensure learners' are prepared for learning including addressing uniform and equipment;
 - Encourage students to support and / or participate in school events including charitable events, PSA events etc.;
 - Check that learners' diaries have been signed by their parent / carer, and sign learners' diaries every week;
 - Ensure that all learners and their parents / carers have signed the Home/School Agreement;
 - Implement pastoral initiatives led by senior management or the Head of Key Stage;
 - Liaise effectively with SENCO, LAs and other appropriate bodies to ensure that learners' with special needs (inc. gifted and talented) are given appropriate support;
 - Respond to subject reports through the writing of tutor reports.
- Play a full part in the life of the school community, support the school ethos and encourage students to follow this example;
 - Actively promote school policies;
 - Alert the principal in the event of any suspected Child Protection issues that may be affecting a learner;
 - Reflect on and improve professional practice and take responsibility for identifying and meeting development needs;
 - Undertake any other duty as specified by school teachers pay and conditions of service not mentioned in the above.

SAFEGUARDING

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

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 profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
Degree and Qualified Teacher Status	✓	
Enhanced DBS	✓	
Ongoing CPD portfolio	✓	
Further degree or diploma		✓
Experience, skills and knowledge	Essential	Desirable
Knowledge and understanding of the National Standards for Teachers	✓	
Knowledge of the requirements of the National Curriculum and 14-19 courses and qualifications	✓	
Evidence of successful teaching across the age and ability range	✓	
Ability to use assessment to raise standards of achievement	✓	
Ability to communicate effectively with pupils, parents and other professionals, orally and in writing	✓	
Knowledge of current educational issues, including ECM	✓	
Sound subject knowledge	✓	
Ability to use ICT effectively to support your professional role	✓	
Experience of teaching post-16		✓
Ability to use a SMARTboard		✓
An understanding of emotional literacy and developments to support learning and teaching, e.g. SEAL		✓

Personal qualities	Essential	Desirable
Be a team player	✓	
Ability to motivate and inspire pupils	✓	
Ability to use tact, diplomacy, sensitivity and good humour	✓	
Ability to work under pressure and determination to succeed	✓	
A willingness to learn new skills and approaches and work in partnership with others	✓	
Active participation in school developments, such as extra-curricular activities / educational visits / out-of-hours learning	✓	
Commitment to safe-guarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks including enhanced CRB checks	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	✓	

Upton Court Staff, see how much you could save!

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SERVICES!

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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/online-support

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