



Our School

Upton Court Grammar School is a selective secondary school with around 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 2017, Upton Court Grammar School was ranked 9th best school in the country for student progress, making it the top mixed grammar 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*; every one 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 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.

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, and a new state of the art Restaurant and Sixth Form Centre in 2013. A further building programme

funded by the EFA is ongoing. By the end of the Programme, as well as new classrooms and science laboratories, 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). 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.



2017 Key School Facts

Type of School	Selective Secondary Academy Converter
Age Range	11-18
Number of Students	Approx. 1000
Gender	Mixed
Number of Teaching Staff	57
Pupil Premium Students	8.6%
Number of Students with SEN with statements or EHC plans	17
Students from minority ethnic groups	96.3%
Progress 8 score	+1.21
Attainment 8	72.4
Students achieving 5+ A*-C GCSEs (inc. English & Maths)	100%
A-Level results APS per student	103.74
A-Level results APS per entry	36.63
Website	www.uptoncourtgrammar.org.uk



Upton Court Grammar School English Department

Top 3% English results (Value Added)

About us:

UCGS English Department Vision: *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, intelligent team of seven, many of whom have responsibilities in other areas of the school. Our mission statement is to have inspired students to be curious, creative and compassionate individuals and our practice reflects these aims. You can find out more about us on our school website and YouTube channel (search for UCGS English).

The English Department is housed in a self-contained 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:

We aim to hire a dedicated, positive and creative team player with a good sense of humour! You should be passionate about teaching; be resourceful and willing to learn and to collaborate; promote independent learning both within and outside the classroom. Having experience in teaching Media Studies at A Level would also be beneficial, but not essential.

What we teach:

AS/A2 English Literature: OCR, H472 **AS/A2** Media Studies: AQA, 7572

KS4 (Years 9-11): Edexcel GCSEs in English Language and English Literature 1-9. In the recent summer exams 100% of students in English Language attained A*- C.

KS3: A variety of exciting units on prose, poetry, non-fiction, media, and drama are offered. 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 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 the Librarian to offer Author's visits and with the Literacy co-ordinator to ensure literacy across the curriculum is supported through workshops. Amongst other things, students this year have had the opportunity to visit Royal Holloway University for lectures on mythology; they have had a theatre company perform *Macbeth* and *The Strange Case of Dr Jekyll and Mr Hyde* in school; and they have participated in the PiXL Up for Debate competition.

JOB DESCRIPTION

Job title	Deputy Head of Department
Line managed by	Head of Department

JOB PURPOSE

Assist the Head of Department in providing 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:

- Contribute as directed to 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;
- Contribute to the monitoring of the progress of learners within the department;
- Contribute to the evaluation of 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 to the development of learning to learn within the department;
- Assuming responsibility for the discharge of the Head of Department's functions at any time when he/she is absent from 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:

- 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;
- Contribute to the curriculum development for the department;
- Support the development of learning to learn across the department;
- Contribute to the development and review systems in the department for recording individual progress leading to effective and appropriate intervention;
- Contribute to the analysis of learner performance data (including value-added) in the department, using this to inform target setting and departmental development planning;
- Contribute to the development of schemes of work;
- Actively promote the development of effective subject links within and across the departments.

Leading and Managing Staff:

- Contribute to the effective induction of new staff in line with school procedures;
- Contribute to the development of the subject team and individuals;
- Contribute to the performance management of members of the department as directed;
- Create a positive climate for learning with the highest expectations of behaviour.

Quality Assurance:

- Contribute to the evaluation of the quality of teaching and standards of achievement;
- Conduct effective performance management as directed;
- Contribute to the establishment of common standards of practice across the departmental team and the development of effective teaching and learning styles in the department;
- Contribute to the 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**Deputy 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

Pioneer Educational Trust & Upton Court Grammar School 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 DBS 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 Trust 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
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		✓

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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