



Upton House – Enjoy the Workplace Journey

Quote from the Head

Welcome to Upton House School, a happy and friendly community with a family-like atmosphere for both pupils and staff. Our team is fun, creative, and energetic, working together to inspire and support one another. We embrace innovation, new ideas, and collaboration to create an environment where everyone can flourish.

At Upton House, self-esteem and happiness are the foundations of success. We nurture confident, independent learners through high academic standards, exceptional pastoral care, and a personalised approach.

If you are looking for a school where you will be valued, supported, and surrounded by people passionate about education, Upton House is the place for you. We would love for you to bring your energy and creativity to our team. We look forward to welcoming you!

Overview

Upton House is a happy, nurturing and academically successful independent co-ed day school with approximately 300 children aged from 2 to 11 years.

The school is situated in the centre of Windsor, Berkshire, with a strong reputation for the quality of its teaching and its nurturing and encouraging approach which achieves outstanding academic success. The boys and girls in Form 6 gain places at major independent schools, both locally and further afield. There is an enviable scholarship record at some of the most academically selective senior schools.

We passed our last inspection with flying colours and achieved a Significant Strength in Technology which recognised the outstanding technology offer we have for our children on top of the high levels of achievement throughout the school.

We are a very warm and welcoming school with a real sense of family and community. Visitors often comment on our supportive, and cheerful atmosphere. Upton House is an exciting and energetic school, rich with opportunities and excellence and our children are happy and confident. We have a diverse population at Upton House of which we are extremely proud. Respecting diversity and cultural understanding is an intrinsic part of life at our school. Pupils are naturally respectful of each other and of those within their community.

This means that demand for places is very strong, and we routinely have a waiting list for places throughout the school.

We place great emphasis on providing a supportive and caring educational environment and pastoral care is a key element of life at Upton House. With small classes, teachers can educate, encourage and nurture pupils on an individual level. The school works with a forward thinking and experienced Council of Management with a wide range of skills from within the academic, financial and commercial sectors, as well as a very supportive and active parent body.

Upton House is an outstanding place to work within a warm and supportive team, with friendly parents and delightful children.

More about the school

Our website, www.uptonhouse.org.uk, will give you much more flavour, and the news section will show you the breadth of events and activities that set us apart from other local schools.

We are non-selective at the point of entry but achieve exceptional results when the boys and girls move on to their next schools, often with scholarships.

Upton House was founded in 1936 and has steadily developed its site and its reputation over the years. Today it boasts an award-winning Nursery block, which also incorporates a drama and dance studio, a gymnasium hall and

an Arts Block. This latest building opened in September 2014, housing art and design technology, music and a music recording studio, along with general classroom space and dining area. Other specialist facilities include a science laboratory, an all-weather netball court, and a broadcasting suite which live streams key school events and all assemblies to the wider school community around the globe. Broadcasting is part of the school's curriculum, as part of preparing our pupils for the technological world in which they will live and work. Children use iPads in most year groups and every classroom has an interactive SMART board. We now have a brand-new IT suite filled with 20 brand new computers and three large wall screens that enables the children to work individually and in groups on different projects on each of the large screens simultaneously. IT is a big part of our curriculum and one that we are developing further and improving each year, giving the children access to the latest technologies and giving them a head start on the technologies that they could be using in the future. Alongside IT and our music curriculum, we also have a strong Music Technology curriculum and dedicated Music Technology Teacher.

With a town centre location, we are close to excellent off-site facilities which include a swimming pool and playing fields.

Parents have high expectations, often very high, but communication is open and proactive. As a result, relationships with parents are very friendly and staff enjoy high levels of respect. Upton House Friends (PTA) is active and supportive, organising regular social events and fundraising activities.

Values

- Kindness
- Peacemaker
- Forgiveness
- Honesty
- Sharing
- Curiosity and Creativity
- Respect
- Give Our Best

Working at Upton

At Upton House we are a family and work together as a team, with many members of staff that have spent all or most of their career here with us and made life-long friends. Many ex-Uptonian's come back to do work experience, gap years and then go on to work at Upton House, as well as sending their own children to Upton House.

Upton House offers its staff attractive salaries and pay progression, and we reward experience and responsibility.

Other benefits include:

- Access to a group personal pension scheme
- Life Assurance Cover which provides death in service cover
- School Fees Discount
- Meals: During School term time you will be entitled to lunch
- Private Health Insurance: Corporate preferential rates are available for staff to purchase private health insurance for themselves and their family
- Uniform: Subsidised or free staff uniform is available depending on the individual's role in the School

What our Staff Say

"For me, working at Upton means being part a great and wide-reaching community; a community that works together and socialises together with relationships built on more than just a work. Living in Windsor makes this possible as it is a small town with great natural beauty all around, making weekend countryside walks and cozy pub lunches the perfect opportunity to meet with Upton colleagues and families. My wife and I are both teachers at the school and we have enjoyed eighteen happy years of being part of the Upton community."

Craig McEvoy
(Head Of Music Technology)

“Working at Upton House is like being surrounded by your family, staff and children alike. It is a happy, enthusiastic place to work, and I look forward to coming in every day!”

Clare Wadland
(Learning Support Assistant)

“I enjoy working at Upton because of the vibrant environment that fosters growth and learning, making a positive impact on children’s lives. One thing that I really love about Upton is the sense of community and cooperation with colleagues who share similar values and big laughs, being always there to help one another.”

Daniel Guerrero
(Transition Teacher)

“I love working in a family-orientated school, a school that can look small but at the same time it’s large in its opportunities, with an open-minded approach to learning, welcoming staff and students from all over the world into its family home.

I am very proud of our atmosphere of warmth, trust, care and a team of committed staff who nurture and equip students with what all they need to flourish.”

Virginia Canas
(EYFS Educator)

I love working at Upton. We are a great team, and I feel privileged to be working alongside such great colleagues. Rhian Thornton leads by example – she is positive and passionate about providing the best all-round education for every pupil in the school.

We love our food at Upton, particularly cake! We are well looked after at lunch and break times!

I know all the pupils and their parents, and they all know me - Upton is family.

Deborah Bates
(Office Manager)

Life at Upton House

Hours of work vary depending on your role in the school. We have early bird sessions which start at 7:45am and after school clubs that can finish any time up until 6pm. The school day runs from 8:30am, with children arriving between 8:10 and 8:40, until 3:20pm-4:10pm depending on year group. Teachers and Teaching Assistants monitor the children’s Prep 4pm-5:30pm as well as helping out with Tea for the children in Extended Day. Teachers and Teaching Assistants are also required to run extra-curricular activities each week, below are a list of the current activities we run alongside the normal school day.

Extra Clubs

- Acro
- Lyrical Jazz
- Ballet
- Art
- Street Dance
- Cookery
- Broadcasting
- Lego and Construction
- Coding
- Book Club

- Languages
- Debating

Sports

- Netball
- Football
- Basketball
- Swimming
- Fencing
- Hockey
- Tennis
- Running
- Rugby Club for EYFS
- Judo

Music and Drama Lessons

- Junior Choir
- Middle Choir
- Senior Choir
- Orchestra
- Singing Lessons – classical and musical theatre
- Instrumental Lessons
- LAMDA

We also have many events that happen throughout the school year, here at Upton House, which give the children and parents special things to look forward to each term that are special to Upton House:

- Family Welcome Back BBQ
- Harvest Festival events
- Nativities
- Carol Concert in a local church
- Visit from Father Christmas
- Christmas Party Day
- Pantomime trip
- Residential Trips and day trips out for all year groups except for our first nursery year, Acorns
- Class Disco's
- Duckling hatching
- Walk to the Long Walk to wave at the Royal Family during Ascot Races
- Attending Royal Ascot Races for a picnic
- Attending the Royal Garter Ceremony
- Summer Fair
- Whole School Production

Working in Windsor

Upton House is a 10-minute walk into Windsor town centre, so it is easy to get here by train and walk to the school and you can pop into town on your breaktime.

We have wonderful access to the York Club in Windsor Great Park for all of our large sports activities such as football matches, cricket matches, sports days etc.

Windsor Castle and the Long Walk are a short walk away and Ascot Racecourse is a 10-minute drive away. We have great relationships with the local community and have that real community feel to the school.

Application Process

Applications will only be accepted from candidates completing the School's Application Form in full and either applied through an active advert on a jobsite or from the school website and sent to recruitment@uptonhouse.org.uk. Applications are only accepted for active jobs, we do not accept applications or CV's for prospective jobs and any applications/CV's sent not for a specific role will not be kept on file.

Applications will then be screened and selected candidates will be invited to interview. The design of the interview process will depend on the role, it will always include a formal interview with the Head, it may also include in-tray tasks, lesson observations, hosting assemblies and/or creating a presentation to give to the interview panel. Depending on the role and the number of candidates we may have multiple rounds of interview, but we will always inform you of the interview process for your role when you are invited to interview.

Eligibility for employment

The School is committed to safeguarding and promoting the welfare of its pupils. The School is also legally required to carry out a number of pre-appointment checks which are detailed in the School's 'Recruitment, selection and disclosure policy and procedure'. In order to assist the School with meeting its legal obligations all those who are invited to an interview with the School are required to bring with them evidence of their identity and address, right to work in the UK and appropriate qualifications.

The School follows the Disclosure and Barring Service identity checking guidelines when checking the identity of all job applicants. The School requires you to provide your birth certificate as one form of identity.

If you have changed your name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) please also bring documentary evidence of the change.

You must also bring with you to interview a valid form of evidence which confirms your right to work in the UK. Valid forms of evidence can be found in the Home Office "Right to Work Checklist": ([Right to work checklist](#)).

You must also bring to interview original documents confirming any educational and professional qualifications the School requires for the role, or which are referred to in your application form.

You are also required to complete a 'Suitability to work with children: self-declaration form'.

For teaching positions, the School will also carry out a check to ensure that the successful candidate is not subject to a prohibition order, or any other restriction on their ability to work as a teacher.

For EYFS positions you will also be required to complete a childcare disqualification self-declaration form.

For SLT level positions the school will carry out addition vetting under section 128 of the Education and Skills Act 2008 which renders you unable or unsuitable to work at a management level in a school and you'll need to fill in a self-declaration confirming whether you are disqualified from acting as a trustee/governor or senior manager of a charity under the Charities Act 2011.

References

The school will carry two references, one of these must be your current or most recent employer, if the first reference is from a position that you were not involved with working with children, your second reference should be from a position where you have worked with children. Neither reference should be written by a relative or friend, they must have known you in a working capacity. If a reference is returned with limited information about you, additional references may be sought. If you are unable to supply references that fit the above criteria please explain this in your application and provide the best fit you have.

Diversity and Inclusion

At Upton House we recognise that each child must develop personally, emotionally, socially and academically. We aim to create an environment in which governors, staff and parents/carers work closely together to ensure that every child and adult is supported and encouraged to reach their full potential.

We treat all children, staff and parents/carers as individuals with the same respect and care, irrespective of age, gender, class, race, ethnic group, sexual orientation, special educational need, disability, religion or beliefs and ability. (Protective Characteristics)

We accept that each child is unique with individual talents, interests and needs and must be recognised and respected as being of equal worth by all within the school community.

Educational opportunities will be designed to take into account each person's cultural viewpoint.

Use the wealth of experience of different cultural groups by recognising the difference of race, colour, creed and ethnic background.