



Upton House – Enjoy the Workplace Journey

CANDIDATE INFORMATION PACK





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 you to bring your energy and creativity to our team.

We look forward to welcoming you!

RHIAN THORNTON
HEADMISTRESS



●●● 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.

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

Upton House was founded in 1936 and has steadily developed both its site and its reputation over the years.

Today the school boasts a nursery block, which also incorporates a drama and dance studio, a gymnasium hall and an arts block that features an art and design technology studio, a music room and a music recording studio. Other specialist facilities include a newly-refurbished science laboratory, an all-weather netball court and a broadcasting suite which live-streams key school events and 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 ICT suite filled with 20 brand new workstations and three presentation screens that allow us to deliver our unique digital fundamentals curriculum to the highest of standards. Alongside digital fundamentals and our music curriculum, we also have a strong music technology curriculum and dedicated music technology teacher.

We have recently launched Drone Legends as an extra-curricular club and are the first school in the UK to use this programme – a true example of engaging children with technology using a hands-on approach.

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 has been assessed and awarded the NACE Challenge Award which is external validation of school-wide high-quality provision and challenge for all.

With a town centre location, we are close to excellent off-site facilities including the York Club in Windsor Great Park which we use for sports fixtures and sports days while our swimming lessons and swim squad training sessions take place at Eton College and St George's Ascot.

Parents have high expectations and 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 an active and extremely supportive body of parents that organises regular social events and fundraising activities.

Our Upton Values are a key part of our school and the children epitomise the Values on a daily basis, earning points to achieve their bunny badges that they wear with pride.



Upton Values



Curiosity and Creativity



Sharing



Honesty



Respect



Give our Best



Peacemaker



Forgiveness



Kindness

●●● WORKING AT UPTON

At Upton House we are a family and work together as a team, with many members of staff having spent all or most of their career here with us and made life-long friends. Many ex-Uptonians 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**
- All staff enjoy a **free delicious and nourishing lunch** prepared by our catering team during term time
- **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 within the school

●●● WHAT OUR STAFF SAY



"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



"Working at Upton House is like being one big family! Children, staff, parents, all working together in harmony. The environment is so warm and welcoming, the children give it their all and follow our Upton values to their core. Working in these surroundings, day in day out, is an absolute privilege. Upton House School is a place to thrive and develop not only as a member of staff but as part of the wider Upton community."

James Phillips
HEAD OF SPORT

"Working at Upton is a truly rewarding experience - a warm and friendly place where every day brings something new. From the moment I came for my interview ten years ago, I felt the genuine warmth and sense of belonging that radiates through the school. I remember being told that many staff members had been here for over 15 years, and at the time I thought that was such a long time - however, I quickly realised why! Upton has a wonderful community spirit where everyone supports one another, and I'm fortunate to work alongside an incredible team who have become more like family than colleagues. The children are at the heart of everything we do - happy, confident, and full of enthusiasm for learning. There are many opportunities to grow professionally, take on new challenges, and celebrate successes together. Upton is a place where kindness, teamwork, values, and a shared passion for education truly shine. I feel proud and grateful to be part of such a special school."

Jessica Shaw
FORM 1 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 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



"Upton House is a wonderfully warm and supportive place to work. As staff, we work hard and play hard, and it really feels like a family. The children are curious and enthusiastic, with excellent manners."

Sarah McKinley
HEAD OF SCIENCE



LIFE AT UPTON HOUSE

Hours of work vary depending on your role in the school. We have Early Bird sessions for children 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 8.10am-8.30am (8.40am for EYFS), until 3.20pm-4.10pm depending on year group. Teachers and teaching assistants monitor the children's Prep at 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 CURRICULAR 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 & DRAMA LESSONS

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



Residential Trips and day trips out for all year groups except for our first nursery year, Acorns



Jemima Dow
SENIOR DEPUTY HEAD
PASTORAL & LOGISTICS

●●● WORKING IN WINDSOR

Upton House is a 10-minute walk from Windsor town centre, so it is easy to get here by train and walk to the school.

We have 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 pride ourselves on fabulous relationships with the local community and supporters of local events.



●●● 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 interviews, but we will always inform you of the interview process for your role when you are invited to interview.



Robyn Parton
HR & COMPLIANCE OFFICER

●●● ELIGIBILITY FOR EMPLOYMENT

Upton House 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', which is available in the policies section of our website. 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'](#).

It's important that you also bring the original documents confirming an educational and professional qualifications the school requires for the role, or which are referred to in your application form.

We also require you 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.

You will also be required to complete a childcare disqualification self-declaration form.

For SLT level positions, the school will carry out additional 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. You will also 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.



Matt O'Connor
DEPUTY HEAD ACADEMICS

●●● REFERENCES



The school will carry out two references, one of these must be your current or most recent employer. If the first reference is from a position where you were not involved in 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, and referees 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.



Upton House School, 115 St. Leonards Rd, Windsor SL4 3DF
01753 862 610 @UptonHouseSch uptonhouse.org.uk

