



# UPPINGHAM SCHOOL

## ROLE DESCRIPTION

**Role:** **TEACHER**

**Reports to:** **Academic Head of Department / HsM**

### Job context

*Uppingham School is a co-educational, full boarding school serving 840 pupils aged 13-18. The teaching staff number 120. Teachers are supported by professional services departments responsible for grounds and gardens, commercial enterprises, marketing, business development, human resources, IT, finance, health and safety, health care, operational services, and estates.*

*Uppingham School has the highest ambitions. We aim to be the School of first choice in the UK and believe that our holistic educational philosophy encapsulates what twenty-first century education ought to be.*

*Our teachers seek to inspire and challenge our pupils' desire and curiosity to work at the highest academic levels. Pupil welfare is at the heart of the School's purpose, and all teachers take responsibility for the effective operation of pastoral systems designed to ensure we provide the very best pastoral care for our pupils. We are proud that our pupils' co-curricular experience sits at the centre of their education and teaching staff wholeheartedly participate in the programme.*

*The foundation for pupils' welfare lies in our fifteen boarding houses. Every house is led by a housemaster or housemistress (HsM), each of whom has a residential deputy, as well as two matrons who work throughout the school day. Most teachers are tutors in one of the houses. Pupils eat lunch in their houses – a valued Uppingham social occasion – with staff attending as guests each day.*

*We are fortunate to have wonderful facilities and fantastic highly committed teachers who nurture and support Uppinghamians at every stage of their school career.*

### Job purpose

To deliver the School's educational provision in the three major areas of student provision:

- Academic teaching
- Tutoring and pastoral care (which has a separate role description)
- Co-curricular programme

Whilst (d) taking a full part in the School's professional development programmes.

## Your accountabilities

1. **Academic Teaching:** To deliver the School's academic curriculum, and fulfil some wider professional responsibilities, which include the following duties:
  - a. Planning and preparing lessons in line with departmental programmes of study
  - b. Assessing pupils' work and providing feedback in line with departmental policies
  - c. Completing reviews (short progress reports) punctually and in line with School policy
  - d. Attending all department meetings
  - e. Attending regular line management meetings with the HoD
  - f. Attending parent teacher meetings in line with School guidance
  - g. Attending subject choice meetings as reasonably requested by the HoD
  - h. Starting and finishing every lesson punctually
  - i. Set cover work in advance for planned absences; arrange cover in line with School conventions
  - j. Contribute to covering lessons for absent colleagues
  - k. Attending and contributing to departmental enrichment activities, clinics, seminars, societies, and educational visits, as reasonably requested by the HoD
  - l. Attending Common Room briefings and meetings
  - m. Attending Headmaster's Assembly each Monday morning
  - n. Attending some house lunches (Tuesday-Thursday) each week
  - o. Full-time teachers fulfil some supervisory rota duties (e.g., Sixth Form Centre, pupil social events)
  
2. **Tutoring:** Full-time teachers are usually also attached to one of the boarding houses as tutors, as are some part-time teachers. Where teachers are also tutors, they are required to undertake the following duties:
  - a. Undertaking weekly one-to-one tutorials with each tutee
  - b. Promptly recording tutorial information on PIMS
  - c. Undertaking a weekly duty evening in the boarding house
  - d. Completing all administration and record-keeping promptly
  - e. Being familiar with PIMS, *MyConcern*, AIMS, EMCR and, where appropriate, UCAS
  - f. Attending house lunch and tutor meetings every Monday and Friday
  - g. Attending regular line management meetings with the HsM
  - h. Undertaking at least one tutor group trip each half-term
  - i. Attending and assisting at key house events
  - j. Attending and supporting the Speech Day programme
  - k. Undertaking duties as required by the Duty Team system
  - l. Undertaking regular communications with tutors' parents following each review cycle, and as required in conjunction with 'live' pastoral matters

Tutors are further supported by a separate detailed role description for tutoring.

3. **Co-curricular:** Teachers are expected to contribute to the School's extensive co-curricular programme in the following ways:
  - a. Full-time teachers will usually have some co-curricular periods included in their weekly timetables (e.g., sports coaching, CCF, Duke of Edinburgh Award, community outreach); the number and balance of these periods in a teacher's timetable vary according to the requirements of the academic teaching timetable. Part-time teachers may also have some co-curricular periods included in their timetable allocations.

- b. Where requested by the AHCC, providing co-curricular experiences for pupils as part of the activities, enrichment, or general co-curricular programmes
  - c. Registering and recording pupil attendance / involvement in the co-curricular programmes
  - d. Attending all meetings and CPD regarding co-curricular provision as required
4. **Professional Development:** Teachers are expected to actively pursue their ongoing professional development, whilst taking part in the School's organised programmes of training and development, including:
- a. Achieving QTS status
  - b. Attending all calendared CPD events
  - c. Engaging with department-level and/or house-based CPD
  - d. Engaging with practices that promote ongoing professional development
  - e. Participating in collaborative professional networks that promote professional development
  - f. Participating in the annual Professional Development Review (PDR) process
5. **To conform to the staff code of conduct:** Teachers are expected to ensure that their professional conduct meets the standard articulated by the School in the staff code of conduct.
6. **To meet all safeguarding responsibilities** as directed by the School's policies relevant to safeguarding the welfare of children and young people. This includes promoting the School's policies on equality, diversity, and inclusion (EDI).
7. **To support the School's marketing and brand presentation:** where required, working with the School's marketing department to enhance the School's external and internal communications. This may include providing literature, contributing to visual media, or attending events.
8. **To ensure that Uppingham's teaching provision is in line with health and safety protocols:** ensuring pupil safety and pupil welfare are paramount when carrying out work duties, and that working environments are in line with the School's safety protocols.

## Qualifications, skills and experience, personal qualities required

### Skills and experience

- Strong IT skills, especially in data-handling and analysis
- Experience, or sympathy with the values, of an HMC and/or GSA school

### Qualifications

- Subject specific good honours degree [necessary]
- Post-graduate degree [desirable]

### Personal qualities

- Strong communication skills, both interpersonal and in public
- Decisive and confident in managing the classroom environment
- Possessing the capacity to analyse and improve systems within departments
- Personable, supportive, and able to motivate and work in a team

## Key relationships

### Key Relationships

- Academic department team
- Boarding house tutor/matron team
- Staff member responsible for co-curricular activities
- Members of the Educational Leadership Team
- HR Department
- Marketing Department
- Finance Department
- H&S Manager

## Benefits

### Holidays

The annual holiday entitlement is all Uppingham School holidays, although teachers will be required to work limited reasonable time during the holidays at key periods, as designated by the Headmaster. No holiday may be taken during term time. Public holidays that fall within term time are normal working days.

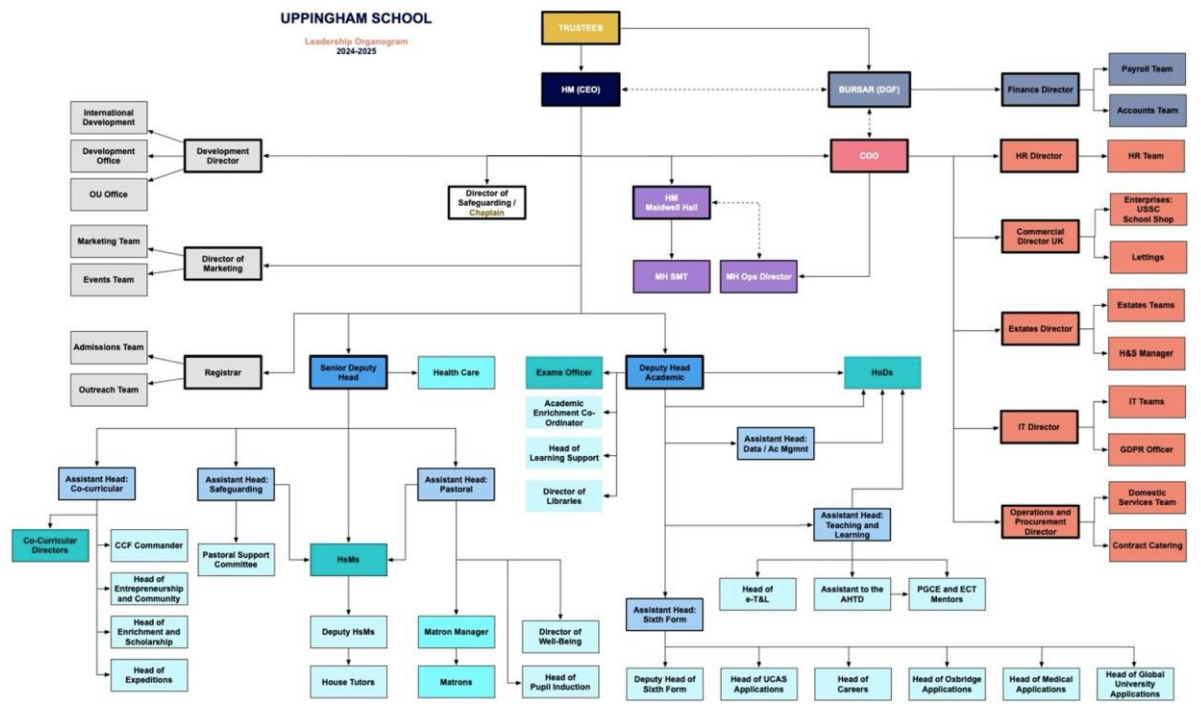
### Other Benefits

- 50% contribution to premiums for School's private health scheme
- Death in service cover with a lump sum of twice annual salary
- Free membership of dual-use Sports Centre (£25 annual admin fee)
- Free staff lunches in term-time
- School fee day place discount for children of staff
- Retail and restaurant discounts, via Westfield platform
- Cycle to work scheme
- Free annual influenza jabs
- Westfield health care package
- Recognised as a 'Disability Confident' employer
- Recognised as a 'Mindful' employer.

## Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

## Organisation chart



## Note

This role description is not an exhaustive list of what may be expected from any teacher in the course of their work. The role description is non-contractual and may be amended by the School from time to time.



January/April/September 2025  
Start date can be discussed at interview

# Teacher of History (or graduate trainee)

UPPINGHAM



## From the Headmaster, Dr Richard Maloney



History is a popular and thriving subject at Uppingham.

Pupils choose to study History because they find it intellectually stimulating. They want to engage with complex ideas, debate with each other, and enjoy the challenging and inspiring teaching. We want Uppinghamians to be inspired and empowered to study History at the highest academic levels.

I hope you find this a challenge you want to take on. You will find the facilities wonderful, the people fantastic, and our ambition unparalleled. We aspire for Uppingham to be the very best school and want the very best people to work with us.

I look forward to meeting you.

**Dr Richard Maloney**  
*Headmaster*



## History at Uppingham

Teaching in the History Department is delivered by an experienced team of five specialist colleagues. History is one of the larger elective subjects at GCSE and A level, and public exam results are strong.

History is studied by all pupils in the Fourth Form (Year Nine). The Fourth Form History programme includes the study of the two world wars and their legacies, in addition to a breadth study of the development of British identity over time from the collapse of the Roman Empire to the present day.

At GCSE, the department teaches the CIE IGCSE. The core content is 20th Century International Relations; the depth study is Germany 1918-1945, and the coursework is on opposition in the Nazi State.

In the Sixth Form the department follows the Edexcel syllabus 9H10: Britain 1625-1701, France in Revolution 1774-99, Germany 1871-1990, and independent coursework.

The History Department plays an active role beyond the classroom in the overall academic life of the School. It organises historical trips, often more than one per year. Destinations visited have included Berlin and Russia. The department has an active sixth form seminar programme for preparation for higher education and subject enrichment.

The department is located on its own floor of one of the teaching buildings in the heart of the Main School Quad and is well-resourced with interactive whiteboards and a library.





## About the role: Teacher of History (or graduate trainee)

We seek to appoint a first-rate teacher of History (or graduate) from January 2025, or September 2025.

This position would suit an experienced teacher seeking to broaden their skills, an ECT seeking their first teaching role or, equally, a recent graduate looking to train and qualify as a teacher whilst working. The person appointed would be joining a well-resourced department, working with a team of committed specialists.

Trainee teachers will complete the University of Buckingham PGCE, which leads to Qualified Teacher Status (QTS), whilst teaching a reduced timetable. Guided by an in-school mentor, trainees have full responsibility for their own classes during the year. They also undertake teaching placements in a different school setting.

All Uppingham's teachers play a full part in the life of this seven-day week boarding school, by taking on responsibilities in addition to classroom teaching.

The co-curricular programme is exceptionally varied and includes a wide range of arts, sports, CCF, community engagement projects, as well as the Duke of Edinburgh Award. Every teacher is attached as a tutor to one of the School's sixteen houses.

Accommodation may be available.

## About the person

The person appointed will be a strong, dynamic character with excellent subject knowledge, a good degree, strong classroom management skills, and an appropriate rapport with pupils.

The abilities to communicate well and work as part of a team are essential. The successful candidate will have high personal and professional standards, with well-developed pastoral instincts. Experienced candidates will have a track record of excellent teaching.

## Teaching at Uppingham

### Remuneration and Benefits

A training package, including funding for a PGCE, will be offered in the first year.

For qualified teachers, the School has its own salary scale which is reviewed annually. The School offers an extensive range of benefits including a school fee discount scheme for children of staff, free gym membership, subsidised medical scheme, excellent pension scheme, and free Westfield Healthcare and Rewards package which includes discounts in retail outlets, restaurants, cinemas and with holiday providers.

All members of staff are expected to live within reasonable distance of the School so that they can contribute to boarding school life easily and effectively. Assistance with reasonable removal expenses is provided. School accommodation may be available.

One of Uppingham's great community strengths is dining in house. Each day teaching staff are invited to lunch in a boarding house: a genuine pleasure in the midst of a busy week.

### Life in Rutland

Rutland – England's smallest county – is located in a beautiful part of the country. Alongside the stunning countryside, with Rutland Water only six miles away, there are a mass of leisure pursuits on our doorstep.

The town offers a range of independent shops, and its location allows access to a number of thriving cities and towns. Uppingham is equidistant between Peterborough and Leicester which have excellent shopping centres, and Leicester, Nottingham and Birmingham all enjoy first-class theatre and concert facilities. Cambridge can be reached in 50 minutes and Oxford in an hour and a half. London is under an hour by train from Corby, Kettering, or Peterborough.

Maidwell Hall, situated in neighbouring Northamptonshire, is part of the Uppingham Group of Schools and educates pupils from Reception to Year 8. Uppingham town has nurseries, two maintained primary schools and an 11-16 community college, with sixth form colleges in nearby towns, such as Oakham and Stamford. There is a considerable community of young children within the area.

## The next steps

**Closing date:**  
Monday 7 October, 9.00am

**Interviews:**  
Tuesday 15 October

Informal enquiries about the post may be made to the Head of History, Ben Kirkby [BMK@uppingham.co.uk](mailto:BMK@uppingham.co.uk)

Applications must be made on the School's application form, which can be obtained via the School website or from [hr@uppingham.co.uk](mailto:hr@uppingham.co.uk).

Completed applications must reach us by the closing date and should be returned to [recruitment@uppingham.co.uk](mailto:recruitment@uppingham.co.uk). or by post to:

HR Department, Uppingham School  
High Street West, Uppingham, Rutland LE15 9QE

*Uppingham School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check. Issues relating to safeguarding and promoting the welfare of pupils will be explored at interview.*

*At Uppingham School, we value a truly inclusive, fair and equal work environment for all. Opportunities to work at Uppingham School are open to all, at all levels.*

*We want to further increase the diversity of our workforce and actively encourage and welcome applications from candidates who have black, Asian, and minority ethnic backgrounds.*





Uppingham School  
Uppingham, Rutland LE15 9QE  
United Kingdom

Switchboard: +44 (0)1572 822216  
HR: +44 (0)1572 820647

[recruitment@uppingham.co.uk](mailto:recruitment@uppingham.co.uk)  
[www.uppingham.co.uk](http://www.uppingham.co.uk)

# UPPINGHAM