



THE GRANGE  
SCHOOL

**Recruitment Pack**  
Head of Geography



# Welcome

Thank you for your interest in the position of Head of Geography at The Grange School in Hartford. We are an independent, co-ed school for children aged 4-18 located in the heart of Cheshire and we are looking for passionate and dedicated teachers who are committed to helping our students reach their full potential.

We are committed to providing a rigorous and engaging curriculum that meets the needs of all learners. The curriculum is aligned to the latest standards, and it is designed to challenge students and help them reach their full potential. We also believe that it is important for teachers to be lifelong learners themselves, so the school offers a variety of professional development opportunities for teaching staff to stay up-to-date on the latest teaching practices. These opportunities can help you improve your skills and knowledge and be more effective in the classroom.

The school has a supportive and collaborative school community. Teachers and support staff work together to create a positive learning environment for students. They also provide support and resources to each other, which helps everyone to be more effective in their work.

The Grange School is committed to providing a high-quality education for all students, and we are constantly striving to improve. If you are a passionate and dedicated teacher looking for a school that is committed to providing a first-class education for all students, then The Grange is the place for you.

If you would like to discuss this vacancy please contact Mrs Lynn Geary, HR and Governance Administrator by email to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk), or call 01606 539039.

Dr Lorraine Earps  
Head



## Hartford, Cheshire

Hartford is a village in Cheshire West and Chester, 2 miles to the south west of the town of Northwich and surrounded by Weaverham to the north, Kingsmead and Davenham to the east, Whitegate and Marton to the south and Cuddington to the west.

The village was recorded in the Domesday Book of 1086, when the Manor was held by Gilbert de Venables as part of the Barony of Kinderton. In 1644 during the English Civil War a battle was fought at Hartford Green when Royalists from Chester encountered the Parliamentary forces from Northwich.

Hartford has a number of Grade II listed buildings including Hartford Hall Hotel which dates from the 16th century and Vale Royal Railway Viaduct, built in 1837. There are also a number of local shops including a newsagents, hairdressers, dry cleaners, florist, a cafe and a butcher. The village is also home to Hartford Tennis Club, Hartford Cricket Club, a bowling club, and a golf course with a driving range.

The A556 bypasses the village as part of the Northwich bypass and the bridge that carries the road over the River Weaver is known as Hartford Bridge or Blue Bridge, and was built in 1938. Hartford is served by Hartford railway station on the West Coast Main Line between Liverpool and Crewe and by Greenbank railway station on the Mid-Cheshire Line between Chester and Manchester Piccadilly.



# Head of Geography

## The Opportunity

Salary: Dependent on experience includes membership of the Teacher Pension Scheme  
Reports to: Head of the Senior School through the Director of Teaching & Learning

The Grange School is seeking to recruit a Head of Geography, on a full time and permanent basis. This would be to commence on 29th August 2024.

The Geography Department is a strong team currently consisting of one full-time Head of Department and three full-time Teachers. The atmosphere of the department is enthusiastic and positive, meeting regularly to discuss progress, with all members contributing ideas for teaching and development of both subjects. The teaching environment is productive and exciting with both teachers and pupils contributing to its success.

Group sizes at GCSE and A-Level are among the lowest in the Independent Sector in the North West, allowing teachers to get to know their students well and support them at every stage of their studies.

Numbers for both subjects are extremely healthy at our school. Examination results reflect the high standards that are expected and achieved: in August 2023, 57% of GCSE entries were awarded grades 9 to 7. At A Level, 60% of entries achieved grades A\* to A. On average, 1 in 4 of our A Level Geography students go on to read the subject, or a closely aligned subject, at university.

We offer a range of exciting enrichment opportunities in Geography including running trips to York, Flamborough, Manchester, North Wales, and every two years, as a norm, a more holistic long-haul trip. Previous destinations visited are the south-west USA, Japan, Iceland and Morocco. We encourage students to take part in various competitions, including the Young Geographer of the Year and run a weekly eco group. Our students experience a range of different fieldwork opportunities at all levels, recent outings have included the Goyt valley and Manchester.



A young girl with long brown hair and glasses, wearing a grey school blazer over a white shirt, is smiling broadly. She is sitting in a blue chair. In the background, other students and a teacher are visible in a classroom setting with various posters and notices on the wall.

# Head of Geography Responsibilities

The list of professional duties below is set out in addition to the expectations that The Grange School has of any member of the teaching staff, as detailed in the Job Description for a Senior School Teacher.

## The Head of Department

- leads and manages the process of annual Departmental Self Review (DSR) which includes, though not exhaustively, the following:
- formation of an annual Department Development Plan (DDP) in cooperation with departmental colleagues, which includes an evaluation of public examination results using the Data Pack;
- formal discussion with the SLT link on at least two occasions each academic year to review/plan progress that has a focus on baseline data;
- regular review of the DDP, examination results and other data available within the department and implementation of actions as necessary;
- regular lesson observations of colleagues to support the development of their teaching and pupil learning;
- ensuring that baseline data is being used to monitor, and where possible improve, performance of the department and the pupils within it;
- completing an annual evaluation of progress to plan;
- should ensure the efficient running of the department, including the meeting of deadlines for DSR, exam entries and annual requisitions;
- is responsible for the appraisal, professional welfare, training and development of members of the department; for the induction of new staff into the department; and for supporting the Deputy Heads in the mentoring of newly qualified teachers;
- is responsible for their own development as a leader and manager, undertaking appropriate appraisal, training and development to both ends;
- must keep up to date with educational developments and changes within their subject area(s);
- should ensure that members of their department adhere to the criteria as set out in the Departmental Handbook with particular regard to the setting and marking of work and reporting procedures;
- should bring to the attention of their SLT Line Manager any difficulties which arise within the department;

# Head of Geography Responsibilities

- should hold regular departmental meetings, formal and informal, to discuss departmental matters and to ensure that the department works as a team; minutes of these meetings to be sent to the SLT Line Manager, the Deputy Head (Academic) and the Head of the Senior School;
- must attend Academic Forum, as arranged by the Deputy Head (Academic);
- is responsible for drawing up and annual updating of syllabuses and schemes of work; departmental hand-outs for Open Morning; the Departmental Handbook; GCSE Options Brochure; Sixth Form Prospectus; displays and the general appearance of the department;
- is responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the department;
- is accountable for all budgeting within the department;
- is responsible for the implementation of Health and Safety Policies within their areas;
- is responsible for the furniture and fabric within their departments;
- must attend both Sixth Form Registration Day (held prior to the beginning of the autumn term), Sixth Form Taster Day (usually held shortly after spring half-term) and Sixth Form Open Evening;
- is to provide the Deputy Head (Academic) with timetable allocations of departmental staff and decide rooming timetables as required;
- should, where necessary set work for an absent member of the department if he/she is unable to do so;
- should share in the appointment processes of new staff to the department;
- should co-operate with other departments in cross-curricular activities as appropriate;
- must ensure that pupils are entered for public examinations in liaison with the Examinations Office;

In addition, all staff will be expected to carry out any other duties that the Head of the Senior School may, from time to time, reasonably request. Furthermore, Heads of Department may have particular tasks relating to the areas they manage; it is the responsibility of the Head of the Senior School and/or Deputy Head (Academic) to clarify these.



# Head of Geography

## The Person

Key to recruitment activity: A = Application, I = Interview, E = Experience, T = Task, R = Reference

Qualifications:	Activity
A recognised teaching qualification e.g. Degree plus a PGCE or equivalent	A
Knowledge and Understanding:	
To understand the requirements of the Geography curriculum across Key Stages 3 to 4 and A Level for the purpose of leading the department and advising senior staff on matters of policy and practice	E
To understand and be able to lead on the principles of assessment for learning, a full range of assessment techniques, recording and reporting requirements consistent with whole school policy	E, I
Knowledge of the Health and Safety and safeguarding requirements relating to all aspects of Geography provision	I
To know the characteristics of high-quality teaching and the variety of teaching and learning styles and how they impact on the quality of learning and student achievement	I, T



# Head of Geography

## The Person

Knowledge and Understanding:	Activity
To be able to articulate a vision for Geography at The Grange School	I, A
To know and understand how to use comparative data to set realistic and challenging targets, track student progress and evaluate achievement outcomes	I
To be able to implement change and development in collaboration with senior leadership as appropriate	I, R
To manage the budget for Geography effectively	I
Experience:	
Substantial, recent and successful teaching experience across the age and ability range	A
Ability to teach GCSE and A Level Geography	A, E, I
Recent experience of leading on some aspects of Geography	<u>A,E</u>
Ability to raise the profile of Geography within the School	A, I





# Head of Geography

## The Person



Teaching and Learning Skills:	Activity
To be an effective teacher able to deploy a range of teaching and learning styles and manage the learning environment to promote excellence and high achievement for students of all abilities	I, T, R
To inspire students in their study and enjoyment of Geography	T, R
To be able to relate well to students in a professional manner in a variety of contexts	I, T
To be committed to leading a range of inclusive extra-curricular activities, adding breadth to student experience	E
Qualities:	
To be able to support the wider aims of the school	I
To be committed to the safeguarding and wellbeing of every student in your care	I, R
To be committed to the entitlement of all students to a broad and balanced curriculum	I
To be able to support the school's mission and values	I
To be able to demonstrate excellence in one's professional work and the achievements of students	I

# Head of Geography

## The Person

Qualities:	Activity
To be committed to continuous professional development at all levels	E, I
To be able to maintain effective and professional relationships with colleagues at all levels	I, R
To be able to lead and work effectively as a member of a team	E, I, R
To be resolute in the leadership and promotion of the department	I
To be resilient and cope with periods of pressure effectively with good humour and a sense of proportion	I
To be committed to the philosophy of inclusive education	I, R
To participate wholeheartedly in evening and weekend activities as appropriate	I



# Employee Benefits

Here at The Grange School we offer a competitive package of employee benefits, including:



## **Employee Assistance Programme: with Health Assured**

**Healthcare:** We have partnered with Benenden Health to look after your health and wellbeing. Healthcare membership gives employees access to healthcare services such as Medical Diagnostics, Medical Treatment and Surgery, Physiotherapy, 24/7 GP and Mental Health helplines. You can also take advantage of exclusive offers on other products including discounted health assessments, health, cash plans, travel and home insurance and discounts on self-funded treatments.



**Pension:** Teacher Pension Scheme



**Fee discount:** 50% Discount on Student Fees



**Use of on-site facilities:** Staff have free membership to the school's onsite gym, outside of school hours and use of the sports hall. All staff can also take advantage of discounted ticket prices to shows at The Grange Theatre.



**Social events:** All new staff are invited to join us for a welcome meal and we also host an annual summer BBQ and Christmas party. A variety of wellbeing activities are also planned around school INSET days.



**Staff discounts:** The Grange has partnered with 'Benefit Hub' who offer discounts and money-saving deals on shopping, holidays, insurance etc. We have also partnered with local businesses who offer discounts on car maintenance and local gym memberships.



**Subsidised lunch:** in dining hall



**Electric vehicle salary sacrifice scheme: with Octopus**



**Cycle to work scheme:** Cycle scheme is an employee benefit that saves you 26-40% on a bike and accessories. You pay nothing upfront and the payments are taken tax efficiently from your salary.





## How to apply

To apply for this position please complete and return an application form and write a covering letter for the attention of the Head, Dr Lorraine Earps and send to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk).

Applications can also be returned to us by post, to:  
The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

***We reserve the right to make an appointment once a suitable candidate is found. Therefore, early applications are strongly encouraged. Interviews will be held on an ongoing basis.***

*The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974.*



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