



THE GRANGE  
SCHOOL

**Recruitment Pack**  
Head of Maths



# Welcome

Thank you for your interest in the position of Head of Maths 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 Officer by email to: [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk), or call 01606 539039.

Dr Lorraine Earps  
Head of The Grange School





## 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 Maths

## The Opportunity

Salary: Dependent on experience includes membership of the Teacher Pension Scheme  
Reports to: Deputy Head (Academic)

The Grange School is seeking to recruit a Head of Mathematics on a full time, permanent basis. The Mathematics Department is the largest department at The Grange School, consisting of one full-time Head of Department, one Second in Department, plus nine Maths teachers (including three part-time teachers).

The atmosphere of the department is enthusiastic and highly collaborative, with all members teaching across the age range and contributing ideas for the subject's teaching and development. The teaching environment is productive and exciting with both teachers and pupils contributing to its success.

Our Senior School Mathematics course leads to the Edexcel International GCSE Mathematics examinations at the end of Year 11, all pupils being entered at the Higher Level. Approximately 25 pupils each year also take the AQA Level 2 Certificate in Further Mathematics. Mathematics and Further Mathematics are very popular subjects in the Sixth Form, with typically around 50% of our students choosing to study Mathematics beyond IGCSE. A good number of our students go on to pursue Mathematics and related courses at the most competitive universities.

Examination results reflect the high standards that are expected: in 2024 the Department achieved the following results:

- A level Mathematics 79% A\*/A
- A level Further Mathematics 77% A\*/A
- IGCSE Mathematics 66% Grade 7-9
- Level 2 Further Mathematics 87% Grade 7-9

Mathematical activity extends well beyond the classroom, ranging from successful participation in competitions at national and local level to mathematical visits and a popular weekly Maths Puzzle Solvers Club. There will be the expectation that the post holder will also offer enrichment activities





A young girl with long brown hair and glasses, wearing a grey school blazer with a crest, is smiling and looking towards the camera. She is in a classroom with other students and a teacher in the background. The background is slightly blurred, showing a wall with various posters and a teacher standing near a computer monitor.

# Head of Maths 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.

## As Head of Department:

- lead and manage the process of annual Departmental Self Review (DSR) which includes, though not exhaustively, the following:
  - an evaluation of public examination results using the Data Pack;
  - identification of action points designed to build on strengths, and to address areas for improvement
- meet with SLT link regularly to review/plan progress;
- carry out regular lesson observations of colleagues to support the development of their teaching and pupil learning;
- ensure that baseline data is being used to monitor, and where possible improve, performance of the department and the pupils within it;
- ensure the efficient running of the department, including the meeting of deadlines for data-drops, DSR processes, exam entries, annual requisitions...;
- be 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;
- be responsible for your own development as a leader and manager, undertaking appropriate appraisal, training and development to both ends;
- keep up to date with educational developments and changes within their subject area(s);
- 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;
- bring to the attention of their SLT Line Manager any difficulties which arise within the department;
- 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;



# Head of Maths Responsibilities

- attend relevant academic meetings, as arranged by the Deputy Head (Academic);
- be 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;
- be responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the department;
- be accountable for all budgeting within the department;
- responsible for the implementation of Health and Safety Policies within their areas;
- responsible for the furniture and fabric within their departments;
- attend both Sixth Form Taster Day, Sixth Form Open Evening and similar events
- provide the Deputy Head (Academic) with timetable allocations of departmental staff and decide rooming timetables as required;
- where necessary set work for an absent member of the department if he/she is unable to do so;
- share in the appointment processes of new staff to the department;
- co-operate with other departments in cross-curricular activities as appropriate;
- ensure that pupils are entered for public examinations in liaison with the Examinations Office;
- liaise with the Examinations Office to ensure the efficient administration of internal examinations;
- attend GCSE and A Level Results Days;

In addition, all staff will be expected to carry out any other duties that the Head 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 and/or Deputy Head (Academic) to clarify these.





# Head of Maths Responsibilities

## Teaching Responsibilities

- planning and thoroughly preparing courses and lessons;
- establishing and preserving a positive atmosphere for learning within the classroom;
- teaching all pupils assigned and regularly setting and marking of work to be carried out by the pupils;
- maintaining knowledge of those assigned pupils on SEND register and putting into practice strategies suggested by the SEND Coordinator.
- assessing, recording and reporting on the development, progress and attainment of all pupils, according to the school's policy and schedule;
- preparing pupils for public examinations and assessing pupils for the purpose of such examinations;
- ensuring appropriate adaptive teaching strategies are employed;
- promoting independent learning;
- assisting individual pupils to maximize their potential;
- in each case, having regard for the curriculum of the school.

## Pastoral Responsibilities

- promoting the general purpose and well-being of the pupils assigned to them;
- providing guidance and advice to pupils on educational, social, moral and spiritual matters;
- participating in meetings of staff and parents to discuss pupil's progress as required,
- including Parents' Evening of all pupils taught;
- acting as a Form Teacher when required to do so.







# Head of Maths Responsibilities

## Professional Responsibilities and Duties

- maintaining good order and discipline;
- safeguarding the pupils' welfare and safety at all times, both on school premises and elsewhere, while under supervised school activities;
- having due regard for the health and safety of all members of the school community, and following the school health and safety policy;
- exercising responsibility for preventing damage to property and for looking after teaching rooms;
- supervising and, if practicable, teaching other pupils whose teacher is absent;
- participating in organisational, administrative and supervisory tasks, such as staff duties;
- attending Assembly;
- invigilating internal examinations;
- making teaching areas attractive by providing display material;
- advising and co-operating with the Head and other teachers on the development of the school;
- participating in arrangements for their further training and professional development;
- helping to train student teachers who have been accepted by the school for training;
- attending and helping at public events; in particular, attendance at Prizegiving, Open Morning and Entrance Examination. All teachers are encouraged to attend and support those school events that involve pupils for whom they have pastoral responsibility;
- giving a good impression of the School when in discussion, inside or outside the school, with individuals and outside agencies.

## Enrichment Responsibilities

- participation in the extra-curricular programme;
- participation in the activities of the assigned House (and its section), as directed by the House Leader, including attendance at House meetings.





# Head of Maths

## 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 mathematics curriculum across all Key Stages	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 Mathematics 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
To be able to articulate a vision for Mathematics 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
Experience:	
Substantial, recent and successful teaching experience across the age and ability range	A
Ability to teach GCSE and A Level Mathematics and Further Mathematics	A, E, I





# Head of Maths

## The Person

<b>Teaching and Learning Skills:</b>	
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 Mathematics	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
<b>Qualities:</b>	
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
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 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: Up to 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.

**The closing date for applications is Friday 7th February 2025 at 4pm with interviews planned to take place week commencing 24th February 2025.**

*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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