



THE  
GRANGE  
JUNIOR  
SCHOOL

**Recruitment Pack**  
KS2 Form Teacher - Maternity Cover(s)



# Welcome

Thank you for your interest in the position of KS2 Form Teacher - Maternity covers 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 staff.

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







# Welcome to The Grange Junior School

The Grange Junior School provides an outstanding start to any child's educational journey. We understand the importance of these formative years in the development of each young person and want every child to develop a love for school and for learning. From Reception, at age 4, where we begin to encourage and nurture the potential of each child, through to Year 6, where enjoyment of learning is fuelled with challenge, risk and diversity, we strive to inculcate the values, skills and understanding of the world that will last each child a lifetime.

Our ambition is to ensure that at age 11, every child in our care is ready to leave, able to independently and successfully embrace a Senior School education. At the same time, we hope that they will look back with great fondness about their Junior School years.

We achieve this by offering a stimulating academic programme, attentive pastoral care and a competitive, varied enrichment programme, all delivered in impressive, modern facilities. Yet it is the caring relationships that we develop with every child and their parents that are the most important asset to ensuring educational success and happiness.

Ben Tagg  
Head of the Junior 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 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.





# KS2 Form Teacher - Maternity Cover(s)

## The Opportunity

Role: Key Stage 2 Form Teacher - Maternity Cover(s) - Starting 28th August 2025

- 1x Full Time KS2 Form Teacher (1.0FTE) until February 2026
- 1x Part Time KS2 Form Teacher (0.6FTE) until August 2026

Please indicate within your letter of application which role (or both) you would be interested in applying for.

**Salary:** Dependent on experience includes membership of the Teacher Pension Scheme

**Reports to:** Head of the Junior School

This is a rare and exciting opportunity to have responsibility for the educational and pastoral leadership of around 24 children within a Key Stage 2 form group at one of the country's leading independent Junior schools.

Equipped with excellent communications skills and a collaborative style of working, you will be approachable and solution-focused, highly organised and behave with integrity at all times. You will be wholly committed to our aims to provide a stimulating teaching and learning programme, attentive pastoral care and a competitive varied enrichment programme, all delivered in impressive modern facilities. Above all else, you will understand that the caring relationships we develop with every child and their parents are the most important asset to ensuring educational success and happiness: we want every child and their family to feel valued.

You will be working in close cooperation within your Year Group team that includes a Teaching and Learning Assistant, all pulling together to support the learning needs of all our students. As an Independent School, we have developed our own schemes of work that utilise the best elements of the National Curriculum and structure them in a way to realise the potential of the children we teach. Whilst there is emphasis on the core of Mathematics and English – necessary skills for all our Form Teachers – a wide range of subjects is taught with specialist teachers involved in supporting the delivery of art, languages, science, design technology, sport and music.

We encourage and promote an independent learning style nurturing and guiding our children to take responsibility for their own development and building growth mindsets. We strike an important blend of child and teacher – initiated learning, looking all the time to develop our own pedagogy to improve children's learning through a committed approach to staff development and training. We believe effective learning is a consequence of strong relationships, differentiated challenges, accurate assessment and timely feedback.



# KS2 Form Teacher Responsibilities

## Teaching and Learning

- To plan, organise and teach the weekly/daily programmes of learning for all timetabled lessons, using a variety of delivery methods to stimulate learning, based on the relevant schemes of work, working closely with colleagues to ensure continuity, challenge and progression.
- To provide a stimulating classroom environment for learning, where resources can be accessed appropriately by all children.
- To ensure that teaching and learning is structured to create opportunities for the extension of more able children and support for children in need of learning support.
- To assess and record the development of the children, using the information where necessary to improve specific aspects of teaching and learning.
- To be able to set clear targets, based on prior attainment, for children's learning.
- To liaise with and manage the work of the Teaching and Learning Assistant.
- To set the children high standards in the content and presentation of their work by the quality of displays.
- To report the development and progress of children both internally and to parents through both informal and formal means including written reports and Parents' Evenings.
- To liaise and consult with appropriate staff including the Key Stage Leader, Head of Learning Support and Deputy Head Academic development regarding learning and general progress of the children, both individually and collectively.
- To attend and contribute to team and whole staff meetings as required, include those which relate to the day-to-day running and the ongoing development of the school.
- To ensure that IT and mobile technologies are integrated effectively into the teaching and learning activities.
- To keep abreast of professional developments relevant to you and your Key Stage.
- To organise visitors into school and educational visits linked to enrich the taught curriculum.
- To communicate and co-operate with specialists from outside agencies if required.





# KS2 Form Teacher Responsibilities

## Pastoral Care

- The Form Teacher is responsible for the pastoral care and well-being of all children within their charge, working in collaboration with the pastoral team – Key Stage Leader, Head of Learning Support and Deputy Head Pastoral Care – to ensure that children are supported and happy whilst at school
- To be aware of the individual strengths, personalities and needs of each child in the form and teaching groups
- To actively encourage and promote the success and achievement of every child in all its different ways using informal and formal means to do this
- To share responsibility for the development of all children: their attitudes, approaches and behaviour within the school following the school's Behaviour and Anti-Bullying policies
- To monitor and provide appropriate advice and guidance on individual children's progress in respect to personal development, attendance, educational progress and behaviours
- To ensure that parents are regularly kept informed on relevant issues relating to their child and to responds to queries and requests in an appropriate and timely fashion
- To support the integration of PSHE into the daily life of the children including the emphasis of thematic assembly programme, attending and contributing towards assemblies
- To register children in accordance with the Attendance Procedures

## General

- To work as a member of a whole staff team, positively and enthusiastically contributing to effective working relationships within the school
- To contribute to the school's enrichment programme, providing at least one hour a week to this busy and active programme
- To assist and contribute towards sport across the school including Games lessons and fixtures
- To attend Open Mornings, Reception Assessment, Parents' Evenings, annual Awards Evening and other official school events
- To participate with and support organisation of year group educational visits
- To address and report safety issues to relevant colleagues within the school and to undertake risk assessments and training where necessary
- To undertake supervisory duties as required, attend pre-term staff meetings and Inset days
- To monitor all resources for maintenance, requisition and health and safety reasons.
- To ensure that all school policies and procedures are adhered to





# KS2 Form Teacher

## The Person



Qualifications	Essential	Desirable	Activity
Possess a recognised teaching qualification e.g. Degree plus a PGCE or equivalent	✓		A
Knowledge and Understanding	Essential	Desirable	Activity
Understand the requirements of KS2 curriculum	✓		A,I,E
Be up to date with pedagogical developments in KS2 teaching	✓		I,E
Understand the principles of assessment for learning and be able to apply a range of assessment techniques	✓		I,E
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 children's achievement	✓		I,T
Know how to extend more able children and/or support less able	✓		I,E
Know and understand how to use comparative data to set realistic and challenging targets, track children's progress and evaluate achievement outcomes	✓		I
Have particular curriculum strengths or interests	✓		A,I
Have knowledge from a variety of settings/schools		✓	A,I
Demonstrate a commitment to and understanding of safeguarding and child protection	✓		I
Experience	Essential	Desirable	Activity
Possess recent and successful teaching experience at KS2	✓		A,I,E
Evidence of innovative and modern teaching practice in KS2	✓		A,E,I,T
Experience in teaching key sports at KS2 level		✓	A,E,I
Experience of working with highly motivated and able children		✓	<u>A,E</u>



# KS2 Form Teacher

## The Person

Teaching and Learning Skills	Essential	Desirable	Activity
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 children of all abilities	✓		I,T,R
Possess boundless energy and enthusiasm for teaching children	✓		I,T,R
Adept and thoughtful use of behaviour management skills to maintain focus and attention of children, developing positive learning attitudes	✓		I,T
Ability to deal sensitively with children, parents and colleagues	✓		I
Sympathy with and ability to maintain the ethos of the school	✓		I
Willingness to offer enrichment activities and clubs to the children	✓		<u>I,E</u>
Possess a 'can do' attitude	✓		I
Qualities	Essential	Desirable	Activity
Supportive of the wider aims of the school	✓		I
Be committed to the wellbeing of every child in your care	✓		I,R
Committed to the entitlement of all students to a broad and balanced curriculum	✓		I
Able to demonstrate excellence in one's professional work and the achievements of children	✓		I,R
Able to create and maintain effective professional relationships with all colleagues at all levels	✓		I,R
Able to work effectively as a member of a teaching team	✓		I,E,R
Resilient and able to cope with periods of pressure effectively, demonstrating good sense of humour and proportion	✓		I
Committed to the philosophy of character education	✓		I,R
Participate wholeheartedly in activities as appropriate	✓		R



# Employee Benefits

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

**Employee Assistance Programme:** with Health Assured

**Pension:** Teacher Pension Scheme

**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







## 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: Head of The Junior School, c/o The Grange School, Bradburns Lane, Hartford, Cheshire CW8 1LU.

The closing date for applications is Tuesday 22nd April 2025 at 12 noon.

Candidates selected for interview will be informed by email on Wednesday 23rd April 2025 and interviews are currently scheduled for the week commencing Monday 28th April 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.*





# THE GRANGE SCHOOL

The Grange School  
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01606 539039

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