THE GRANGE SCHOOL

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Recruitment Pack
Head of Computer Science

Welcome

Thank you for your interest in the position of Head of Computer Science 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, 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 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 Computer Science
The Opportunity

Role: To lead on, and further develop, Computer Science at The Grange School. Overseeing the delivery of KS3, GCSE and A Level Computer Science and possible Head of Faculty.

Salary: Up to UPS3 dependent on experience plus a responsibility allowance of £4,843 (GS05); includes membership of the Teacher Pension Scheme

Reports to: The Deputy Head Academic

Qualifications: A recognised teaching qualification e.g., Degree plus a PGCE or equivalent

The Grange School is seeking to recruit a new Head of Computer Science with effect from January 2026. If the selected candidate is available to take on the post in September 2025, this earlier start date might be a possibility. During the academic year, we will be moving to a Faculty system and therefore it is possible the successful applicant might also be considered for the future Head of Faculty post.

Computer Science is offered at both GCSE (Edexcel) and A Level (OCR), and is also taught in Key Stage 3. In the Summer of 2024: 46% of GCSE candidates achieved grades 9 to 8; 80% of A Level candidates achieved A* to A.

The new Head of Computer Science will look to lead and oversee the delivery of KS3, GCSE and A Level Computer Science. The successful candidate will develop a whole school curriculum for computing that will equip students for many different applications of programming, both within school and in their lives beyond school. They will look to remain at the forefront of developments in coding and the languages in which code is written, as well as its many practical applications, sharing this knowledge, skill-set and appetite to keep up with ever-changing technology with their students.

There will also be the expectation that the post holder will offer co-curricular activities that will allow pupils to explore the digital world. Currently, there is one other full-time member of staff who assists with the teaching of Computer Science.

Head of Computer Science
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.

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 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;
- 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;

Head of Computer Science
Responsibilities

- should bring to the attention of their SLT Line Manager any difficulties which arise within the department;
- 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;
- must attend Head of Department Meetings, 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 Senior School Open Day and Sixth Form information events
- 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;
- should liaise effectively with the Junior School subject co-ordinator of the same/equivalent subject.

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 Computer Science
The Person

Key to recruitment activity: A = Application, I = Interview, E = Experience, T = Task, R = Reference
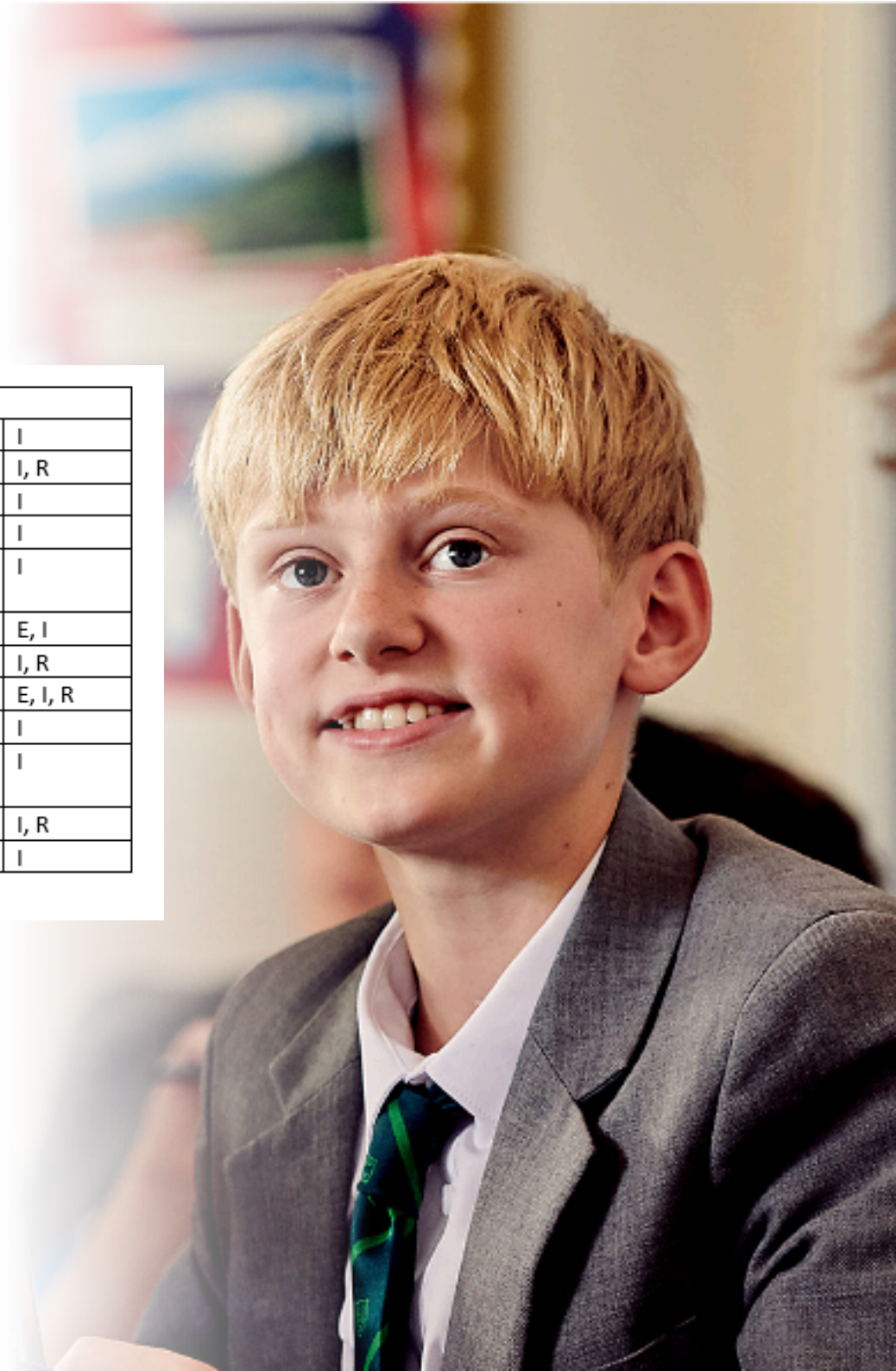
Qualifications:	Activity
A recognised teaching qualification e.g. Degree plus a PGCE or equivalent	A
Knowledge and Understanding:	
To understand the requirements of the Computer Science curriculum across Key Stages 3 to 4 and A Level for the purposes of leading the department and advising senior staff 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 Computer Science 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 Computer Science 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 Computer Science effectively	I
Experience:	
Substantial, recent and successful teaching experience across the age and ability range	A
Ability to teach GCSE and A Level Computer Science	A, E, I
Recent experience of leading on some aspects of Computer Science	A,E
Ability to raise the profile of Computer Science in the School	A, I
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 Computer Science	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 extracurricular activities, adding breadth to student experience	E

Head of Computer Science
The Person

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
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: 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 the position of Head of Computer Science, 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.

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 20th June 2025 at 9:00am.

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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