



THE GRANGE
SCHOOL

Recruitment Pack
Teaching and Learning Assistant
(Pastoral)



Welcome

The Grange School is one of the great success stories of independent education, shaped by over forty years of sustained growth, ambition and achievement. Founded in 1933 as a Kindergarten and Preparatory School, the School took a bold and transformative step in 1977 with the introduction of secondary education. Since then, The Grange has grown steadily, developing an outstanding academic reputation alongside a strong and supportive school community.

Today, The Grange educates 1,180 students aged 3-18, with approximately 400 students in the Junior School and 780 in the Senior School, including a vibrant Sixth Form. The School is consistently amongst the highest-performing independent schools in the North West and is widely regarded as one of the leading co-educational day schools in the country.

Academic standards are high, and outcomes place The Grange towards the top of national independent school league tables, with strong GCSE and A-level results and the majority of students progressing to their first-choice universities.

Just as importantly, The Grange is a very happy place to work and learn. Relationships between staff and students are warm, respectful and purposeful. Expectations are high, and the School is busy and dynamic, but it is also collegiate, supportive and professionally rewarding. Staff are encouraged to be ambitious, reflective and creative, within a culture that values collaboration and mutual respect.

Above all, our purpose is to help young people truly flourish. We believe in educating the whole person, supporting each student to discover and develop their individual strengths, talents and passions. Through challenge, encouragement and opportunity, we prepare our students not only for academic success, but for fulfilled and purposeful lives beyond school.

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

The Grange School is situated in Hartford, a thriving village that combines a strong sense of community with excellent regional connectivity. Closely linked to the nearby market town of Northwich, Hartford sits within the historic Vale Royal of Cheshire and is ideally positioned between Manchester and Liverpool, with Chester just 15 miles away.

The area offers an outstanding quality of life. Beautiful countryside is always close at hand, while hills, coastline and mountain landscapes are all easily accessible. At the same time, nearby cities provide rich cultural, sporting and commercial opportunities, complementing the more peaceful pace of village and rural life.

A wide range of housing is available locally, catering for different lifestyles, stages of life and budgets. Both staff and students travel to The Grange from a broad geographical area, drawn from a mix of urban, suburban and rural communities.

Overall, the location combines accessibility, natural beauty and a high standard of living, making Hartford and the surrounding area an excellent place to work, live and belong.





Teaching and Learning Assistant (Pastoral) The Opportunity

Salary: £15,062.69 per annum

Reports to: Head of Learning Support

Working hours: Part-time (0.8FTE), 26 hours per week, 8.30am - 4.00pm,
Term time only

The Grange Senior School is seeking to appoint a Teaching and Learning Assistant to commence on 2nd November 2026. This is a 0.8 FTE role, working four days per week during term time only. The successful candidate will work closely with the SENDCO and teaching colleagues to provide high-quality support that enables pupils to overcome barriers to learning, develop independence and make strong academic and personal progress.

The Teaching and Learning Assistant will deliver targeted small-group sessions, supervise independent study sessions and provide administrative support to the SENDCO. Working collaboratively with teachers and the wider pastoral and learning support teams, they will help pupils access the curriculum, strengthen effective study habits and become increasingly confident and independent learners.

The role requires initiative, sound judgement and a flexible approach. The postholder will work under the direction of the SENDCO, taking responsibility for agreed interventions, study supervision and administrative tasks while contributing positively to the wider life of the Senior School.

Teaching and Learning Assistant (Pastoral) Responsibilities

- Contribute and input into planning meetings and be actively involved in the planning and evaluation of learning activities for individuals and groups of children to enable teaching staff to make informed decisions when developing their plans.
- Plan and deliver targeted small-group sessions and structured interventions, under the direction of the SENDCO and teaching staff, to address identified needs and promote pupils' progress and independence.
- Supervise independent study sessions, maintaining a calm and purposeful environment and supporting pupils to organise their work, manage their time and develop effective study habits.
- Provide efficient administrative support to the SENDCO, including maintaining accurate records, preparing resources and correspondence, coordinating information and supporting the organisation and review of SEND provision.
- Supervise the activities of individuals or groups of children both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Raise the awareness to teaching staff of any pressures on children which may result in behaviour problems.
- Monitor individual children's progress and report these to the teaching staff to inform decisions taken including, but not limited to, the Monitoring List, Learning Support Register, Behaviour Plans and Personal Care Programmes for a pupil.
- Raise the awareness of teaching staff to strengths and difficulties of individual children.
- Record pupil information as specified by the teaching staff to ensure the school's information systems are maintained.
- Attend to the personal and physical needs of children so that their well-being is maintained including, and not limited to, any Personal Emergency Evacuation Plan, dietary and medical information.
- Prepare and maintain learning resources
- Liaise with other professionals, such as speech therapists and educational psychologists following recommendations as necessary.
- Participate in staff meetings, staff training development work, staff reviews as required.
- Assisting at school on Open Day which is currently held annually on a Saturday in September/October.
- Deliver structured interventions as required by the learning support register and/or monitoring system.
- Review and develop own professional practice.
- Complete any tasks and duties as reasonably requested by the Head or appropriate member of the school's Leadership Team.



Teaching and Learning Assistant (Pastoral)

The Person

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

Qualifications and Experience:	Essential	Desirable	Activity
Possess a minimum of relevant NVQ 2 qualifications or equivalent	√		A
Recent experience of working with children (aged 11 to 16) on a regular basis for at least 12 months, in a secondary school or equivalent setting.	√		A
Proven ability to get the best out of children, both in terms of their educational progress and personal development.	√		I, E
Skilled at reducing barriers to learning, able to provide a range of recent examples to support this	√		I, E
Experience of delivering structured interventions and evaluating their effectiveness or otherwise	√		I, E, R
Possess excellent communication skills including a strong ability to listen	√		I, E
Able to demonstrate a high standard of literacy and numeracy	√		A
Excellent understanding of the SEND code of practice and relevant national policy on supporting children with SEND	√		I, E
Able to demonstrate a willingness to learn and develop your understanding and skills	√		A, I, E
Confident in using different technologies, hardware and software, to support teaching, learning and administration	√		A, I, E
Possess a relevant First Aid qualification		√	A
Personal Characteristics	Essential	Desirable	Activity
Love working with children and young people	√		A, I, E, T
Sensitive, approachable and kind	√		I, E, T
Adaptable and flexible with a solution-focused approach	√		I, E, T
Able to build positive relationships with a range of colleagues	√		I, E, R
Can work calmly under pressure	√		I, E, T, R
Have a strong ability to listen and understand varying needs of children across different age groups	√		I, E, T
Self-motivated	√		I, R
Creative and innovative	√		I, E
Trustworthy, reliable and punctual	√		R
A good team player	√		I, R
Caring, engaging and patient	√		I, E, T
Able to be friendly, but firm	√		I, E, T
Understand the value and importance of positive play	√		I, E, T

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: Aviva 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





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.

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 Thursday 8th October 2026 at 12noon with interviews planned to take place Monday 12th October 2026.

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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