



THE GRANGE
SCHOOL

Recruitment Pack
Head of Wellbeing Service



Welcome

Thank you for your interest in the position of Head of Wellbeing Service 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 all staff to be lifelong learners themselves, so the school offers access to up to 300 courses to help you grow and progress. These opportunities can help you improve your skills and knowledge.

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 individual 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 Wellbeing Service

The Opportunity

Salary: £37,198 per annum

Reports to: Deputy Head (Pastoral)

Working hours: 8.30am - 4.00pm, Term time only

Qualifications: Should possess the appropriate Education/Qualifications; Post-graduate Diploma or Masters level in Counselling or Psychotherapy, registered membership of the BACP (MBACP), UKCP, BPC, ACP, BABCP or other appropriate accreditation.

Responsibilities

- Develop and manage our counselling service across both schools, working alongside the whole school SenCo
- Maintain and review the necessary framework for our service in terms of processes, ensuring that we follow the guidelines set out by the D of E for School Counselling Services and also the BACP Ethical Framework. This will include ensuring a unified approach to record keeping.
- Line-manage those working within the service to provide counselling and coaching to our pupils
- Maintain and manage the school counselling waiting list and allocate pupils to appropriate counsellors
- Meet regularly with the Whole School SenCo to consider the waiting list and review progress and effectiveness of the service
- Direct and oversee any group work undertaken by members of the counselling service
- Offer counselling and psychotherapy to a limited caseload of young people, working with a diverse range of issues
- Lead peer supervision across both schools
- Work in consultation with the school child protection policies and form part of the whole school safeguarding team, taking part in monthly meetings to discuss any concerns arising from the service
- Liaise with other pastoral members of staff including the Pastoral Deputy, SenCo, Heads of Pupil Support and Heads of Year whilst respecting confidentiality
- Discuss with the SenCo where there is a need to involve outside agencies and work with the SenCo to make necessary referrals
- Liaise with external agencies and parents where appropriate and make records of conversations on CPOMS
- Attend regular supervision with a suitably qualified supervisor (a contribution to the costs will be made by the School)
- Work alongside the Whole School SenCo and Pastoral Deputy to further our wider mental health strategy



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

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.

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 Monday 23rd June 2025 at 12noon with interviews planned to take place Friday 27th June 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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