

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Boarding Assistant

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A Catholic foundation and ethos, welcoming all





# New Hall School

New Hall School is a leading HMC and IAPS boarding and day school for boys and girls aged 3-18. Founded in 1642, New Hall School is one of the oldest Catholic schools and the largest Catholic boarding and day school in the UK. New Hall is a strong and thriving community, set in a stunning location on the edge of the city of Chelmsford, just 20 minutes by train from London Stratford and 30 minutes from London Liverpool Street. There are also plans for Network Rail to open a new station at the foot of New Hall's Avenue; this is due to be completed by 2020.

At New Hall we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Division (ages 3-11), single-sex education in the Boys' Division and Girls' Division (11-16) and co-education in the Sixth Form (16-18). In this way, New Hall provides the best of both worlds: the benefits of a co-educational environment together with the advantages of girls and boys being taught separately from age 11-16. The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which boys and girls learn.

New Hall School was awarded Independent School of the Year for 2016 in the Times Education Supplement school awards, and Financial Initiative of the Year (2016) for our Green Travel and Transport Strategy. New Hall was assessed as outstanding in its 2013 Diocesan and 2014 (Boarding) inspection, and as 'excellent' (the highest category) in its 2016 ISI inspection.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of two new junior boarding houses (ages 7-13) and a new Sixth Form Centre, in 2016-19 there will be significant investment in: digital technologies; sport; recreational facilities; 'Forest School' provision; staff accommodation; Chaplaincy; a new Pre-Prep Division building (opening in 2018); expansion of the Preparatory Division to 3-form entry; and planning for a new STEM Centre.

Students can board from ages 7-18 in one of six boarding houses. High academic expectations and achievements, together with outstanding pastoral care and exceptional drama, music and sports facilities and provision, together make New Hall a wonderful place to be educated.

At New Hall, the ethos is inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. The school welcomes all who support its ethos.

## School Mission Statement

New Hall, a Catholic boarding and day school, provides  
**the best start in life**, enabling students  
to meet confidently the challenges of the wider world.  
Here **academic excellence** is achieved in surroundings  
where relationships are based on  
**care, trust and respect.**  
We **welcome** students from many traditions,  
building a Christian **community** that has at its heart  
**prayer** and **service** to others.

## Strategic Aims of the School

*In all of these strategic aims, we seek to bear witness to our distinctive Catholic ethos, which is at the heart of everything we do:*

1. To promote the Catholic life of the school and provide outstanding Religious Education
2. To be an outstanding and caring educator of all students
3. To recruit, support and develop outstanding staff
4. To provide outstanding learning opportunities through the co-curriculum
5. To promote New Hall's reputation as a distinctive school of choice
6. To share our ethos, grow and innovate
7. To ensure the on-going security of the school's financial future, and ensure affordability of fees, while continuing to invest in improving the quality of education

## Boarding at New Hall School

At New Hall we have six boarding houses, there are a total of 16 residential and 16 non-resident members of staff who work to support and nurture the boarding students of which there are over 250. Each house has a Housemistress or Master, an Assistant Housemistress or Master and either one or two Boarding Assistants; these staff work closely with the Director of Boarding to create an outstanding provision.

The Boarding staff are committed to providing a happy, settled and secure family environment for every child. We believe in the development of the whole person, intellectually, morally, spiritually, socially and physically. Our aim is that boarders excel in their academic subjects while developing their skills and personal qualities, which we hope will lay the foundations of future success.

Most Boarders at New Hall have single bedrooms. All houses are well furnished and students have access to Sky television, Wi-Fi, cooking facilities and IT facilities all enabling us to create that homely atmosphere. The staff work closely with students to prepare an evening timetable, this ensures that there are a good range of activities on offer, after they have had supper and completed study.

No one day is the same in Boarding but every day you see students grow and flourish, making it a rewarding and exciting team to be part of.



## Working at New Hall School

As an employee at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work. Before students arrive, the academic year begins with a pre-term staff and family barbecue

As a boarding school, we are 'home' to many students and staff. There are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment, in beautiful surroundings.

Staff tell us they greatly value the additional benefits provided, such as the use of the sports facilities – and the complimentary restaurant-quality lunch each day!

## Hours

A Boarding Assistant is required from September 2018. The working hours for this role are from 4.00pm to 10.00pm Monday to Friday, during term time only. The Boarding Assistant is entitled to a 30 minute, unpaid meal break each day. All staff are required to attend relevant INSET (staff training), days which may take place on non-working days.

The Boarding Assistant will also be required to work on the night before term starts, where this falls on a working weekday, when the boarders return to school. On the last day of term, the Boarding Assistants will only be required to work until 8.00pm. On an exeat weekend, the Boarding Assistants will only be required to work until 7.00pm on the Friday.

## What Staff Say

*"Every child has a right to shine, it is our job to discover that talent and polish it"*

*"We advocate encouragement rather than pressure"*

*"At New Hall, children are encouraged to care; to treat others as they would like to be treated"*

*"We don't have 'colleagues', at New Hall you're part of a family!"*

*"At New Hall we work together, sharing the same passion"*

## Job Description

The Boarding Assistant (BA) shares the pastoral responsibility for the well-being of the boarding students in the house outside of school curriculum time. S/he is responsible to the Housemistress/master (HM) and the Director of Boarding.

The BA is expected to uphold, support and realise the Catholic ethos of the school as outlined in the Mission Statement and Aims of the School.

Key responsibilities:

### **1. *Spiritual***

- 1.1 To facilitate opportunities for spiritual growth and development e.g. prayer, reflection and collective worship, together with the house team and members of the Chaplaincy team
- 1.2 To promote Gospel values of trust and respect in accordance with the Mission Statement
- 1.3 To identify students who require preparation for Baptism, First Communion and Confirmation to the Chaplain and support them through this process.

### **2. *Academic***

- 2.1 To help support the academic progress of each student within the boarding house.

### **3. *Social***

- 3.1 To establish a community spirit within the house based on love and understanding
- 3.2 To promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development
- 3.3 To encourage the development of friendships
- 3.4 To encourage an awareness and appreciation of the needs and value of others through service and celebration
- 3.5 To provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- 3.6 To nurture a family atmosphere where students may feel free to approach house staff to talk through any concerns
- 3.7 To support the HM and Assistant Housemistress/master (AHM) to coordinate a variety of activities during evenings and at weekends, under the direction of the Director of Boarding
- 3.8 To attend whole school events with the students when the HM and AHM is unable to do so.

### **4. *Personal***

- 4.1 To encourage students to meet high standards regarding personal hygiene, hair, dress and jewellery
- 4.2 To encourage students to establish healthy eating patterns and to take responsibility for their own health in conjunction with the School Nurse and Medical Officer
- 4.3 To encourage students to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to school
- 4.4 To share in the supervision of evening meals in the school Refectory, as arranged by rota

### **5. *Administration (students)***

- 5.1 To support HM's arrangements for student personal finances, including liaison with parents and the Finance Department
- 5.2 To record medical information and appropriate liaison with the School Nurse
- 5.3 To provide an input into references for boarders
  
- 6. *Administration (house)*
- 6.3 To add to the incident book to be signed bi-weekly by the Director of Boarding
- 6.4 To add to the rewards and sanctions book to be signed bi-weekly by the Director of Boarding
  
- 7. *Fabric of the House*
- 7.1 To help monitor the standards of maintenance in the house, including furnishings, fittings and bedroom areas and to liaise with the HM.

The Boarding Assistant is required to work alongside full time members of staff at New Hall, supporting students outside of curriculum time. Duties will involve participating in activities with students such as: games, cooking, craft, woodwork, sporting activities and quizzes. The Boarding Assistant will also be expected to help students with study, and be a general support pastorally. It will be a requirement to eat with the students and help them to develop good dinner table etiquette. The Boarding Assistant will also be expected to help with the bedtime routine in the boarding house. This includes room checks, hygiene monitoring and electronic device collection.

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal in support of the Aims of the School. Job Descriptions are subject to annual review.

## Person Specification

All candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed, for example, in the Mission Statement of the school

	Essential	Desirable
<b>Education</b>	Educated to GCSE level (or equivalent)	Educated to A Level/Degree
<b>Experience</b>	Experience working with/supporting young people	Experience of boarding education at senior level
<b>Skills and Aptitudes</b>	Excellent communication, organisational and behaviour skills	Good IT skills
<b>Disposition and personal qualities</b>	<p>An understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Willingness to participate enthusiastically in all aspects of boarding school life</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to students</p> <p>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p> <p>Be caring and fun, and enjoy spending time with children</p> <p>Be a proactive team member</p>	

# Salary & Benefits

## Salary

The hourly rate for this role is between £8.17 per hour and £8.39 per hour.

## Holidays

The Boarding Assistant will be entitled to take as holiday all school holidays, as published in the School Calendar, except for any relevant INSET days.

## Bank Holidays and Saturdays

The Boarding Assistant may be required to work on School Open Days which take place on the last Saturday in September and either the first Bank Holiday in May, or the Saturday of the first Bank Holiday weekend. Payment will be made for working on these day subject to submission of an authorised timesheet.

## Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 3%.

## Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets

## Meals

Staff are provided with lunch and break time refreshments during term time.

## Sports Membership

Staff are entitled to free membership of the school fitness suite which comprises a large range of cardiovascular equipment and free weights. We also offer staff a generously discounted rate of membership to the New Hall Sports Club which includes use of our 25-metre, 6-lane indoor swimming pool & 10 floodlit tennis/netball courts.

## Your Application

The school can only accept applications made on the New Hall Application Form.

Completed application forms should be sent, via email, to [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk), along with a letter of application addressed to Katherine Jeffrey, Acting Principal.

Alternatively, you can send your application by post to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.

**Closing Date for applications is: Midday, Thursday 24 May 2018**

**Interview Date: Tuesday 5 June 2018**

New Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced check with the Disclosure and Barring Service (DBS).

Please do not hesitate to contact a member of the HR team should you have any queries.

