

Founded 1642



New Hall School
The Best Start in Life

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375
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1642 - 2017

Appointment of
One-to-One

Learning Support Assistant (LSA)

Fixed Term Contract until 6 July 2018

newhallschool.co.uk

New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

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Independent
School of the Year
2016



New Hall School

New Hall School is a leading HMC boarding and day school for boys and girls aged 3-18 and was awarded the TES 'Overall Independent School of the Year' for 2016-17. 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 2023.

At New Hall we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Divisions (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 throughout the 11-16 age range. The provision of single-sex education during the formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and recognises the different ways in which boys and girls learn.

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 facility; expansion of the Preparatory Division to 3-form entry; and planning for a new STEM Centre.

Students aged 7-18 can board 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.

New Hall's Mission and Ethos

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

Accolades for the School

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

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. As a boarding school, we are 'home' to many students and staff and as such, there are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment which is rewarded by beautiful surroundings, a caring community, and complimentary restaurant quality lunch each day!

Hours

The working hours for this role are from 9am-12pm, Monday to Friday, 15 hours per week term time only. All staff are required to attend relevant INSET (staff training) days which may take place on non-working days.

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"

"The sense of community is built up through staff clubs such as staff choir, book club and dance classes, as well as staff vs Sixth Form sports fixtures"

"I love working in a place where I can be creative and make a real difference"

Job Description

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.

The 1-1 Learning Support Assistant is responsible for supporting the learning of a specific pupil. S/he reports to the Head of Preparatory Division and is guided by the Head of Learning Development (Preparatory Division).

Key Responsibilities:

1. To assist the Class Teacher to deliver the curriculum to a designated pupil, within the classroom framework.
2. To assist in the implementation of an Individual Education Plan as directed by the Head of Learning Development (Preparatory Division), in line with school policy.
3. To work on individual programmes with a child under the direction and guidance of the class teacher, and in accordance with the Head of Learning Development (Preparatory Division).
4. To provide the teacher and Head of Learning Development (Preparatory Division) with feedback on the child's progress to inform the next stage of planning.
5. To assist in supervising the child at break-times and meal-times, as required by their needs.
6. To support the teacher in the implementation of the rules and policies of the school.
7. To attend Review and Personal Plan meetings.
8. To assist in the compilation of reports and records in accordance with school policy.
9. To participate in school activities and attend staff meetings and training courses as required.
10. To respect confidentiality at all times.

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
Education	Educated to GCSE, Grade C and above in English and Mathematics	NVQ Level 3 Evidence of CPD
Experience	Minimum 1 year LSA experience	Experience of independent preparatory education
Skills and Aptitudes	Excellent communication, organisational and management skills Good IT skills	
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children. Willingness to participate enthusiastically in all aspects of boarding school life Common sense and initiative Ability to relate effectively to primary aged pupils Ability to motivate others Flexibility to adjust to change and development	

New Hall School is committed to safeguarding pupils. There will be an enhanced DBS check prior to appointment of all posts.

Salary & Benefits

Salary

The salary range for this post is currently between £4,986 per annum and £5,951 per annum depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC15 and NHC22 on the New Hall Pay Scale C (full time equivalent salary range £17,776 per annum to £21,726 per annum).

Holidays

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

Bank Holidays and Saturdays

The Learning Support 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. The completed form, along with a letter of application should be addressed to Mrs Katherine Jeffrey, Principal, and sent to:

Email: hr@newhallschool.co.uk

Early applications are encouraged.

Closing Date for applications is: Midday, Wednesday 28 February 2018

Interview Date: Wednesday 7 March 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.

