

Founded 1642



New Hall School
The Best Start in Life



Appointment of Teacher or Head of Design Technology

newhallschool.co.uk

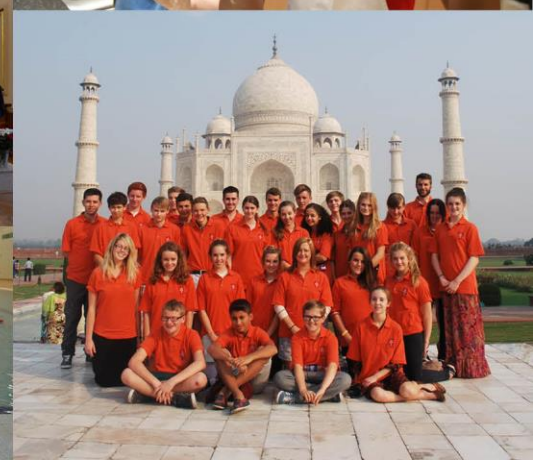
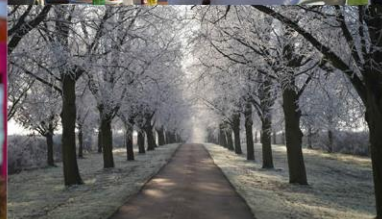
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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. 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.

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

The Technology Department

The Design and Technology suite is located at the edge of the site in a peaceful location. It consists of a workshop, a computer suite and a cookery room, all equipped with interactive whiteboards that were newly built to house the department. The department is thriving within the school and has seen the numbers of students opting for the subject at GCSE increase in recent years, which has led to the introduction of a new A Level in Three Dimensional Design in September 2015 and Design and Technology from September 2017.

The department is made up of specialist staff that are eager and keen to share their enthusiasm for the subject. All of the department have previously worked in industry and are able to bring this knowledge in a practical way to the classroom, to prepare students for possible careers within this sector. We have 2 full-time design members of teaching staff, 2 part-time Cookery teachers and 3 technicians who are able to support the teachers in lessons.

Students study Cookery and Design and Technology for half a year in Years 7-8 on a carousel system and then can choose to opt for Design and Technology in Year 9 as part of the Creative Arts options. Current projects include Healthy Eating, Nutrition, Maze Games and USB Lighting. In Year 9, Cookery students are able to study for a Level 2 Award in Nutrition and Healthy Eating and can then opt to take a BTEC in Home Cooking skills as part of a club run after-school. In Design and Technology, students can opt to take Design and Technology at GCSE, where they are able to develop their skills of creativity. In Year 13, students also take Cookery lessons to provide them with the essential life skills in preparation for university.

The department runs a number of day trips. Previous trips have been to the Design Museum and Victoria and Albert Museum in London, Sainsbury Centre for Visual Arts in Norwich, STEM events at Colchester Institute and Jimmy's Farm in Suffolk. We have also taken students on a residential trip to St Ives, where they took part in design workshops and visits to the Eden Project and combined Modern Foreign Languages trips to Madrid and Normandy.

The department run a number of after-school clubs, in both Cookery and Design and Technology, where students are able to build on their skills learnt in class.

The department is an excellent place to work with a creative and supportive team who enjoy sharing ideas and inspiring their students. We believe in design and put an emphasis on practical skills and creativity.



Teaching at New Hall School

As a teacher at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work. Students are taught Monday to Friday, with the exception of EAL classes which take place on a Saturday.

All teachers at New Hall School are expected to contribute outside the classroom, either by participating in games or supporting another area within the co-curricular provision. There is also a requirement to contribute to the boarding provision by supporting a boarding event or outing during an evening or weekend (normally once per term). In addition, all teachers contribute to the outstanding pastoral care of students through the tutor system.

New Hall is a busy, fast-paced environment. The hours are long during the week but this is complemented by long school holidays, polite and enthusiastic students, tranquil surroundings, a generous salary scale, and complimentary restaurant-quality lunch each day!

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 – Head of Design Technology

HoDs are leaders of a staff team and are accountable to the Deputy Principal for academic attainment and the progress of students. They are also responsible where relevant for support staff working within the department. They have a key management role in raising academic standards and contributing to the life of the school. The quality and standard of work in the department depend on the inspiration, dynamism, guidance and example of the HoD. The Head of History will report to a member of the SLT; reporting lines are reviewed annually.

HoDs have an essential contribution to make to the management of the school in matters affecting curriculum planning, development of courses, teaching organisation and methods, links with agencies outside the school and departmental finance. They will be consulted on matters relating to the curriculum where appropriate.

All teachers are 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. *Organisation and General Management*

- 1.1 To assess particular strengths of department members and encourage them to contribute positively to the on-going development of the department
- 1.2 To direct the teaching of the subject, including group settings and provision of information to senior staff as needed; this will include monitoring of teaching methods, study set and marking/assessment across the department; provision of support, as needed
- 1.3 To arrange departmental meetings
- 1.4 To supervise the teaching of NQTs in the department and the guidance of members of staff new to the school
- 1.5 To liaise with other colleagues, e.g. Learning Development and ICT as appropriate
- 1.6 To be responsible for staff development (in respect of their department members), in conjunction with the Deputy Principal and Vice Principals
- 1.7 To promote good working relationships within the department
- 1.8 To be involved as appropriate in the appointment of new staff
- 1.9 To be involved in the Performance Management programme
- 1.10 To ensure that all members of the department are kept informed as appropriate, e.g. Curriculum Leaders' Meetings, missed Staff Briefings, etc.
- 1.11 To promote the welfare of all students served by the department and for passing on relevant information to other staff, including the Principal, as appropriate
- 1.12 To contribute effectively to Curriculum Leaders' Group meeting, as appropriate
- 1.13 To lead by example, demonstrating management skill and good judgement in support of the school's aims

2. *Curriculum*

- 2.1 To secure high standards of teaching and learning in their department, to ensure that practices meet the needs of all students and raise standards of achievement in the school
- 2.2 To contribute positively and effectively to the work of the Curriculum Leaders' Group
- 2.3 To co-operate with those responsible for time-tabling in whatever way is appropriate, e.g. staff allocation, etc.

- 2.4 To monitor subject Specifications and Schemes of Work and to revise as appropriate, in conjunction with the Deputy Principal and Vice Principal (Curriculum, Growth & Innovation)
- 2.5 To regularly access Examination Board websites, including secure password protected content, to ensure that the taught curriculum mirrors exactly that prescribed by the Examination Boards. This responsibility may be delegated to another member of the department but accountability for ensuring that this happens lies with the HoD alone.
- 2.6 To ensure that each subject teacher has appropriate Specifications and Schemes of Work and that the Deputy Principal and Vice Principal (Curriculum, Growth & Innovation) are given an overview
- 2.7 To oversee the policy of assessment within the department and its proper use in accordance with the overall school scheme
- 2.8 To oversee all aspects of subject examinations e.g.
 - 2.8.1 To ensure adequate testing throughout the year, the standardisation of internal examinations, their moderation, setting, marking and necessary follow-up
 - 2.8.2 To submit results to the Vice Principal (Curriculum, Growth & Innovation) or HoY
 - 2.8.3 To ensure that external examination specification requirements are adequately covered and examiners' reports are read by members of the department
 - 2.8.4 To ensure that information given to the Examinations Officer is full and accurate; in case of dispute, decisions about the levels of examination entry should be supported by evidence
 - 2.8.5 To ensure that teachers are clear about the format of question papers, the stationery used by the relevant examination board and that candidates are familiar with the formats
 - 2.8.6 To ensure that examination candidates are provided with a copy of the relevant Specification
- 2.9 To ensure that report writing across the department is according to school policy
- 2.10 To set and mark entrance papers as appropriate and to interview candidates as necessary
- 2.11 To make recommendations regarding the allocation of Scholarships and Awards as required

3. ***Resources***

- 3.1 To provide books, materials and equipment needed by the department, within the set budget
- 3.2 To check invoices and return them to the Finance Manager; also, where appropriate, to inform the Finance Department of departmental chargeable items
- 3.3 To plan within the departmental budget
- 3.4 To maintain and renew departmental equipment including furniture; the conservation of heat, electricity etc. and the security of the subject area
- 3.5 To keep an inventory of equipment, books, consumables, etc; keeping to budget
- 3.6 To ensure that stock taking is done (text books and all other departmental material resources), that resources are well cared for and that those causing loss or damage are charged for replacement resources
- 3.7 To manage Health & Safety issues within the department and to refer any issues
- 3.8 To maintain a Departmental Handbook, including a record of monitoring and the resulting action taken

- 3.9 To control the loan of departmental equipment in accordance with school policy

4. *General*

- 4.1 To take a leading role in department-based initiatives to recruit and retain students and to ensure that the department supports whole school initiatives with this objective
- 4.2 To uphold the school's standards of behaviour and discipline and to encourage members of the department to do so
- 4.3 To regularly attend school functions and, in particular, to set a good example for departmental members in this regard
- 4.4 To be a point of contact for parents
- 4.5 To delegate some responsibilities whilst remaining accountable to the Principal or other members of SMT for them
- 4.6 To contribute to whole school marketing events such as Open Days and Educational Days
- 4.7 To kindle intellectual curiosity for the subject, and to promote opportunities for further study and careers, through academic societies, local or national events, and links with universities, liaising with the Subject Prefect and using the Firefly Enrichment Page
- 4.8 To present an attractive, stimulating, tidy and safe learning environment in classrooms and displays in public areas

All staff are responsible for promoting and safeguarding the welfare of pupils 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 pupils 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.

Job Description – Teacher of Design Technology

All teachers are 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. *Within the Department*

- 1.1 To support colleagues, to ensure good working relationships and to contribute to the work of the department
- 1.2 To maintain and develop a sound knowledge of the subject area, including developments in the teaching of that subject; to bring to the attention of appropriate people INSET needs and opportunities
- 1.3 To ensure a purposeful and happy working environment for students by good lesson management, giving due regard to published curriculum and Schemes of Work, by use of suitable resources and a variety of appropriate methods and by the delivery of stimulating lessons (this will necessitate good lesson preparation, appropriate setting of study and careful correction of work giving due attention to the different educational needs of the individual students; careful attention must obviously be given to any Health & Safety issues that might arise)
- 1.4 To communicate clearly to students the requirements of the examination syllabus including coursework requirements (this will necessitate a thorough knowledge of the published syllabus, and careful attention to detail, on the part of the teacher)
- 1.5 To challenge, guide and advise students as appropriate
- 1.6 To monitor, assess and record students' progress, using strategies in accordance with department and school policies (these will include formal and full reporting to parents in written form, normally 3 times a year, and orally at Parents' Meetings, normally once a year)
- 1.7 To work closely with other teachers to evaluate and develop the courses offered to students and the teaching strategies used, and to contribute to other aspects of the general on-going development of the department (this will include taking responsibility for aspects of the department Development Plan)
- 1.8 To carry out any specific tasks mutually agreed within the department
- 1.9 To initiate and support cross-curricular links as appropriate
- 1.10 To take proper care of any school or department resources including the areas of the school used by the particular teacher; to create a stimulating and pleasing teaching environment
- 1.11 To contribute to departmental displays
- 1.12 To co-operate fully, as appropriate, in parental contact
- 1.13 To be fully aware of, and observe the school's Health & Safety Policy

2. *Within the School*

- 2.1 To liaise and work with tutors, HoYs, HMs and deputies, as appropriate
- 2.2 To ensure that work within the department is fully integrated with whole-school policies
- 2.3 To contribute to discussion concerning whole-school issues
- 2.4 To act as a tutor if required - working within a year and house team
- 2.5 To contribute on at least a weekly basis to the extra-curricular programme or as otherwise arranged
- 2.6 To take a share in rotas for:
 - 2.6.1 lesson cover (absent colleagues)
 - 2.6.2 study period cover

- 2.6.3 evening study
 - 2.6.4 weekend activities (currently one per term)
- 2.7 To attend full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house team)
- 2.8 To attend school functions as arranged across the staff as a whole or within particular departments
- 2.9 To participate in the school's Performance Management scheme
- 2.10 To assist where possible, in promoting the school
- 3. *Outside School*
 Whilst students are 'in the care of the school', teachers who accompany them beyond the school campus are expected:
 - 3.1 To take proper care of them according to the circumstances
 - 3.2 To familiarise themselves with the standards of behaviour and dress expected from the students
 - 3.3 To be familiar with the School Trips Policy and to ensure that the safety and welfare of students is paramount
- 4. *Basic Competencies*
 It is expected that all teachers will achieve the following minimum standards:
 - 4.1 To set regular, weekly study
 - 4.2 To mark students' work to approved standards regularly and promptly
 - 4.3 To adhere to the school's Assessment Policy
 - 4.4 To monitor of students' progress regularly
 - 4.5 To write full and accurate reports
 - 4.6 To meet deadlines e.g. report deadlines, examination invigilation
 - 4.7 To begin and end lessons on time and not leave classes unattended
 - 4.8 To meet cover requirements
 - 4.9 To demonstrate the confident use of ICT to enhance their teaching

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Person Specification

This post would particularly suit a candidate seeking career development and opportunities to develop leadership and management skills, in this dynamic and forward thinking school.

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	University graduate and qualified teacher	Ability to teach a second subject (please specify)
Experience	Experienced or newly qualified teacher	Experience of boarding education Experience marking or moderating for public examination boards
Skills and Aptitudes	Excellent communication, organisational and management skills Good IT skills	Be able to teach Games, or a second subject Be able to contribute to the co-curricular life of the school
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 students Ability to motivate others and build teams Flexibility to adjust to change and development	

Candidates who are able to teach a second subject or offer help with coaching a sports team should state this in their application, giving details of second subjects, sports, and any coaching qualifications/willingness to undertaking coaching training. Ability to coach one of the major team sports of the school may be an advantage.

Salary & Benefits

Salary

New Hall School has its own salary scale up to a current maximum of £42,695pa (fte). A competitive salary will be offered, together with the generous benefits detailed below.

School fee remission

Staff fee remission is granted (pro rata for part time staff) in accordance with the provision at the time of commencing employment at New Hall. If your child is aged 3-11 and joins New Hall Preparatory School, there is a reduction of one third of the day fees net of prompt payment discount. If your child is aged 11-18 and joins New Hall Senior School, there is a reduction of two thirds of the day fees net of prompt payment discount.

Places for staff children are subject to space availability and the normal entry assessments. If the acceptance of a job offer is dependent on your child/children attending New Hall please contact the admissions team on 01245 467 588 to verify whether there is availability within the year group/s. You will need to complete an application form for fee remission, available from the HR Department. This must be done prior your child starting the school or the remission will only apply from the following term.

Pension

Teaching staff are able to join the national Teachers' Pension Agency (TPA) pension scheme. Pension contribution rates are variable, currently between 7.4% per annum and 11.7% per annum, dependent on salary (employee), and 16.48% (employer).

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 complimentary 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.

Laptops

Senior School teaching staff receive a New Hall laptop and iPad.

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 include details of the role you are applying for and be addressed to Mrs Katherine Jeffrey, Principal, and sent to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.
Tel: 01245 467 588 Fax: 01245 467 188 Email: hr@newhallschool.co.uk

Closing Date for applications is: Midday, Monday 16 October 2017
Interview Date: Thursday 19 October 2017

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.

