

Founded 1642



New Hall School
The Best Start in Life



Appointment of
Graduate Sports Assistant
(1 year Fixed Term Contract)

newhallschool.co.uk

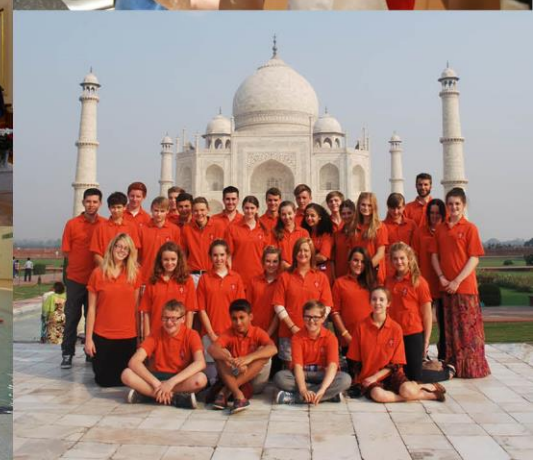
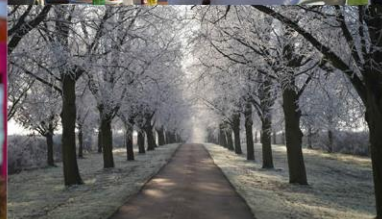
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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 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 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, 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.



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The PE & Sports Department

Co-Curricular Sports Programme

The PE & Sports Department is based within the new pavilion overlooking the tennis and netball courts. The department have full use of New Hall's extensive sporting facilities, including sports hall, 25 metre indoor swimming pool, fitness suite, 2 hockey astroturf pitches (1 floodlit), 3G rugby training pitch, athletics track, 10 floodlit tennis courts, 8 floodlit netball courts and extensive sports fields.

The school offers a full and growing spectrum of sports for students to participate and compete in during the week and on Saturdays. Each of the major sports for girls and boys has a dedicated Head of Sport who are responsible for leading the coaching programme, arranging fixtures and managing the team coaches for their individual sport.

Hockey is the main sport for girls during the Michaelmas Term, followed by netball in the Lent Term. Rugby 7s has also been introduced for Years 9 & 10 girls on a trial basis for the Lent Term 2018. During the Trinity Term the focus for girls switches to athletics, cricket and tennis.

Rugby is the main sport for boys during the Michaelmas Term, followed by hockey in the Lent Term. A full rugby 7s programme also operates during the Lent Term. In the Trinity Term cricket and tennis are the major sports for boys.

There is a full fixture list and training programme provided in each of these major sports during Games afternoons, activities time and on Saturdays. More information can be found at www.newhallschoolsport.co.uk

Our teams regularly feature in the later rounds of county and national competitions and we have many students representing their county, region and country in a variety of sporting pursuits.

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

This position is offered on a fixed term contract from September 2018 to July 2019, during term time only.

Working hours will vary depending on curriculum needs but will not exceed an average of 40 hours per week over any 3 month period. The Sports Assistant will be required to work weekends to support fixtures. Accommodation may be available.

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

The Graduate Sports Assistant will be involved in supporting Teachers' of PE & Games in coaching and teaching sport. This will include a PE & Games timetable, working closely with the Director of Sports and Head of PE, the Heads of individual sports, and PE staff across the curriculum.

New Hall employs six Graduate Sports Assistants to work alongside PE Teachers. In the Senior Division two Assistants work with the female students with a primary focus on hockey and netball. Two work with the male students focusing on rugby, hockey and cricket. Two work alongside the PE Teachers in the Preparatory Division. Sports Assistants would also be expected to assist in the running of other co-curricular sports clubs e.g. basketball, badminton, table tennis, etc.

Key responsibilities include:

1. PE & Games

- 1.1 Working with the Directors of Sport, and Heads of individual sports to ensure the professional development of the students including professional standards of punctuality, discipline and sportsmanship
- 1.2 Assisting with the smooth running of the PE & Games department under the direction of the Directors of Sport.
- 1.3 Assisting with the Teaching of Core Physical Education and involvement with academic Physical Education lessons
- 1.4 Coaching a team in a particular sport each term
- 1.5 All Sports Assistants are expected to play a full role in the life of the School, including weekend commitments and duties
- 1.6 Assisting with sports camps and sports tours, as required, which may take place during school holidays

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

This post would candidate seeking professional challenge and opportunities for career development in a 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	Educated to A Level	University graduate
Experience	Experience in coaching and/or officiating rugby, hockey, netball and/or cricket	Experience of boarding education at senior school level
Skills and Aptitudes	<p>Ability to coach rugby, hockey, netball and/or cricket to a high standard</p> <p>Excellent communication, organisational and management skills</p> <p>Good IT skills</p>	<p>Ability to officiate in any of rugby, hockey, netball or cricket.</p> <p>Ability to coach Athletics</p> <p>Experience of playing other sports e.g. badminton and table tennis</p>
Disposition and personal qualities	<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>	

Salary & Benefits

Salary

The salary for this post is £12,163.20pa (fte £16,652pa at September 2017 rate) together with the generous benefits detailed below. This is on point NHC12 on the New Hall Pay Scale C.

Holidays

The Graduate Sports Assistant will be entitled to take as holiday all published school holidays, as published in the School Calendar, except for any relevant INSET days, Sports Tours or Sports Camps that they are required to attend.

Bank Holidays and Saturdays

The Graduate Sports Assistant will be required to work on all weekends during term time when there are school fixtures. This will include 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 following Easter.

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 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.

Accommodation

Single accommodation may be available rent free for an applicant joining as a Resident Tutor, contributing to specific areas of boarding life.

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, Friday 16 March 2018

Interview Date: Friday 23 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 on 01245 467588 should you have any queries.

