

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of **Deputy Principal** (from 1 January 2019)

[newhallschool.co.uk](http://newhallschool.co.uk)

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

A Catholic foundation and ethos, welcoming all

HMC - BSA - CISC



# Executive Summary



*Mrs Jeffrey at the weekly meeting with the Head Girl and Boy*

*One of the country's pre-eminent Catholic independent schools, New Hall blends a rich heritage and valued traditions with an innovative, forward-looking 'diamond model' approach to education for 1,250 boarding and day students aged 3 to 18.*

This is an exceptional professional opportunity to enjoy a leading role in one of the largest and most successful independent schools nationally. The post will suit a candidate looking for a varied and interesting role, with plenty of opportunities to work strategically with staff and Governors and to gain experience leading change and school development.

New Hall operates a distinctive and innovative 'diamond model' structure (providing a mix of single-sex and co-educational teaching), together with a combination of provision for day students and a community of around 250 boarders. GCSE and A Level results are excellent.

The successful candidate will have a strong academic track record of teaching at GCSE and A Level and have the ability to inspire, engage and motivate students and staff. S/he will have demonstrable achievement in team leadership at senior/middle management level, including significant experience as Head of Department. Family accommodation will be provided to enable the fulfilment of duties.







# An Introduction to New Hall School



*This painting is by Liam Merrigan (New Hall 2008-13), who achieved A\* in A Level Art and is studying Architecture at UCL*

New Hall School is a leading HMC boarding & day school for girls and boys aged 3-18. Founded in 1642, New Hall School is one of the oldest Catholic schools and the largest Catholic boarding & 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.

The ethos at New Hall has been inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. New Hall has thriving Chaplaincy, RE and Theology teams and benefits from having a full time resident priest Chaplain. The school welcomes all who support its ethos.

We operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Division (ages 3-11), single-sex education in the Girls' & Boys' Divisions (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 girls and boys learn. 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.

There is an exciting School Development Plan (SDP), which has the continued strengthening of the school's academic standing as the priority. New facilities successfully delivered so far in the 2016-19 SDP include: investment in digital technologies; outdoors 'Forest School' provision; a second Astroturf, 3G pitch and new PE changing rooms; new recreational and hospitality facilities; and additional staff accommodation. Plans are currently underway for the expansion of the Preparatory Divisions to 3-form entry and for a new Science Centre.





# Mission & Ethos 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.





# What Our 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"*





# Governance, Leadership and Management Overview

The Deputy Principal and Vice Principals have a special role in the realisation of the Mission & Ethos Statement and, in particular, in the promotion of the values of care, trust and respect in the context of a Catholic school. They are expected to have knowledge and understanding of the teachings of the Catholic Church, as well as a sound, up-to-date knowledge and understanding of matters relating specifically to Catholic education, liturgy and Diocesan requirements for Catholic schools.

The Deputy Principal post at New Hall is a reserved post for a practising Catholic (as are some other posts at New Hall), who can give witness to the faith and who can help to nurture and develop the distinctive Catholic life of the school. It is essential that the Deputy Principal is able to give effective leadership in the spiritual and prayer life of the school, and in faith development, for example by taking a leading role in collective worship. The Deputy Principal is required to live in school accommodation and contributes to the boarding life of the school, including the Sunday school Mass.

New Hall School is a single school, led by the Principal. The Deputy Principal and Vice Principals report to the Principal. The Heads of Divisions are all under the management of the Principal and the Divisions have the same Governing Body. These staff are all members of the Senior Leadership & Management Team (SLMT) and work with the team to ensure the success of New Hall as a 3-18 'diamond model' school. The Deputy Principal, together with the Vice Principals, supports the Principal with leadership and management across all five Divisions of the school. (The Divisions are: Pre-Prep; Preparatory; Girls; Boys; Sixth Form.)

The Deputy Principal works to ensure that New Hall is a place where academic study is valued and a spirit of intellectual enquiry is fostered, within a school environment where high standards of courtesy and conduct are expected. The Deputy Principal is responsible, in the Principal's absence, for the overall leadership and management of the school (3-18).

## Work with Governors

Together with the Principal, the Deputy Principal attends all Governors' meetings, giving presentations and providing reports, as required.

The Deputy Principal, together with the Executive Assistant & Clerk to the Governors, is responsible for ensuring an annual plan of Governor visits is in place, so that various Governors can spend time in school seeing school life in action and conducting meetings relating to specific areas of responsibility (e.g. safeguarding, chaplaincy). The Deputy Principal hosts Governors on these visits. Together with the Executive Assistant & Clerk to the Governors, the Deputy Principal oversees Governor induction and the provision for Governor training.





# Senior Leadership & Management Team (SLMT)



**Mr James Alderson**  
Head of Sixth Form  
DSL (Sixth Form)



**Mrs Danielle Attridge**  
Director of Admissions,  
Communications &  
Development (*designate*)



**Fr Lee Bennett**  
School Chaplain



**Mr Paul Bray**  
Director of  
Learning & Teaching  
Head of Theology (*Senior Divisions*)



**Mrs Debbie Came**  
Head of Finance



**Mr Robin Field**  
Head of Pre-Prep  
Division  
DSL (*Preparatory*)



**Dr Stephanie Foster**  
Director of Learning & Teaching  
Head of English (*Senior Divisions*)



**Mr Stuart Hall**  
Estate Manager  
Health & Safety Officer



**Mrs Katherine Jeffrey**  
Principal



**Mr Deane Lamb**  
Vice Principal



**Mrs Suzanna Minnis**  
Head of Girls' & Boys'  
Divisions  
DSL (*Girls' & Boys' Divisions*)



**Mr Alastair Moulton**  
Head of Years 3-6  
Deputy DSL (*Preparatory*)



**Mrs Elizabeth Murphy**  
Executive Assistant  
& Clerk to Governors



**Mrs Elizabeth Searle**  
Head of Boarding  
DSL (*Lead*)



**Mr Julius Sidwell**  
Vice Principal



**Dr Paul Tiffen**  
Vice Principal



# Person Specification

This post would suit a candidate with experience of and commitment to Catholic independent education, who wishes to develop leadership and management skills, in this dynamic and forward thinking school.

	Essential
<b>Catholic Ethos</b>	<ul style="list-style-type: none"><li>To be a practising Catholic, able to give active and effective witness to the faith</li><li>To have a clear understanding of and a commitment to the aims of a Catholic independent boarding &amp; day school and be committed to the values and ethos at the heart of New Hall School, for example, as expressed in the Mission &amp; Ethos Statement of the school</li><li>To be able to give leadership in the spiritual and prayer life of the school and in moral and faith development</li><li>To care about the school's charitable work and public benefit and to help nurture the spirit of service to others</li><li>To have completed, or be willing to undertake, relevant course/s or qualifications in RE/Theology e.g. Diocesan INSET, CCRS, MA in Catholic School Leadership</li></ul>
<b>Education &amp; Training</b>	<ul style="list-style-type: none"><li>To be a well-qualified university graduate</li><li>To have experience and understanding of safeguarding issues (training to Level 3 will be provided, as required)</li><li>To have experience and understanding of health &amp; safety issues (training will be provided, as required)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>To be an inspirational teacher, with a strong track record of success teaching GCSE and A Level</li><li>To have successful leadership and management experience at middle or senior management level in a Catholic independent school, including significant experience as a Head of Department</li></ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"><li>To have excellent communication skills, including a high standard of spoken and written English</li><li>To be confident and skilled in public speaking and giving assemblies and presentations</li><li>To have strong organisational skills and the ability to prioritise effectively</li><li>To have excellent IT skills and enthusiasm for using digital technologies to enhance learning and teaching</li><li>To be able to analyse data</li><li>To have financial acumen</li><li>To have mental agility and problem solving skills</li><li>To have vision and an ability to think strategically about school improvement</li></ul>
<b>Disposition and personal qualities</b>	<ul style="list-style-type: none"><li>To have integrity and to give clear and consistent witness to the values embedded in the school's Catholic ethos</li><li>To be able to relate well to students and to take a real interest in their personal development</li><li>To be an effective and visible presence around school, both in the school day and in the wider boarding school life</li><li>To demonstrate common sense, decisiveness and initiative</li><li>To be flexible and able to adjust to change</li><li>To have the ability to resolve conflict situations and problems effectively and calmly and to learn from mistakes</li><li>To have a good humoured approach to teamwork</li><li>To have the ability to motivate others</li><li>To be able to think independently and express views confidently and constructively</li></ul>





# Role Description

The Deputy Principal will be responsible for supporting the 7 Strategic Aims of the School in the following ways:

## **1. To promote the Catholic life of the school and provide outstanding Religious Education**

- To give leadership in the spiritual and prayer life of the school, and in faith development, and to share in responsibility for nurturing and developing the distinctive Catholic life of the school, as expressed in the school's Mission & Ethos Statement
- To give personal witness to the faith, as a practising Catholic
- To be a member of the Chaplaincy team and to support the provision of the sacramental programme, liturgies, retreats and pilgrimages
- To ensure that residential school trips take account of appropriate provision for Sunday Mass/prayer
- To lead assemblies and collective worship, as required
- Together with the Chaplain and Head of Theology, to oversee preparation for the Diocesan Section 48 inspection
- To line manage the New Hall Voluntary Service (NHVS) Manager

## **2. To be an outstanding and caring educator of all students**

- To be a visible and effective presence around school, overseeing day-to-day management of school life and helping to encourage a productive and caring learning environment and good discipline
- To lead by example, being a role model for outstanding teaching and communicating a passion for your subject; the Deputy Principal will teach a reduced timetable (up to 0.25 fte)
- Together with the Vice Principal (Curriculum), to oversee and evaluate the effectiveness of the work of HoDs, to affirm best practice and to ensure key responsibilities are being carried out
- Together with the Heads of Divisions and Head of Boarding, to ensure that high standards of courtesy and conduct are set and that students show respect for others and care for the school environment
- To undertake regular learning walks and to observe a range of lessons, so that a clear judgment can be made regarding teaching standards and that areas requiring improvement are addressed in a timely way
- Together with the Vice Principal (Curriculum), to oversee the quality of student reports and academic tracking in the Senior Divisions
- To help ensure effective communications with parents and to take a leading role in the resolution of parent/student complaints
- To help create and review whole school policies
- To help ensure documentation produced is accurate and of high quality, e.g. staff briefing minutes; communications and newsletters to parents; website content; Governors' minutes
- To be the Fire Officer during the working day (8.00am–4.30pm)



# Role Description

Key boarding responsibilities include:

- Together with the Head of Boarding, to share in the responsibilities for managing security, health & safety and critical incidents, including being on the on-call rota outside the normal school day
- To be a visible presence around the school in evenings/weekends, as appropriate, to share in the boarding life of the school and to affirm the work of staff and boarders
- To take an active role in the Sunday school Mass
- To host social events for boarders and parents, as required

## **3. To recruit, support and develop outstanding staff**

- To assist the Principal in the selection, interviewing and appointment of staff
- To assist the Principal, Vice Principal (Staffing) and HR Manager in the general management, development and care of staff
- Together with the Vice Principal (Staffing), to take a leading role in planning, organising and delivering INSET
- To foster a culture of learning among staff
- To undertake Health & Safety training as required (e.g. IOSH) and to help ensure that staff give due attention to safety and security and correctly implement the Health & Safety Policy
- Together with the Vice Principal (Staffing), to support professional development, to affirm excellent practice and to call HoDs to account if there are areas of under performance
- To be a panel member (or Chair) for staffing procedures (e.g. redundancy; disciplinary; appeals), as required
- To be the line manager for a number of HoDs

## **4. To provide outstanding learning opportunities through the co-curriculum**

- To work with the SLMT to ensure the school offers a broad range of opportunities, which nurture the skill sets required for life
- To offer at least one co-curricular activity weekly (ideally including in either performing arts or sport)
- To take part in leading school trips, as required

## **5. To promote New Hall's reputation as a distinctive school of choice**

- To be a member of the Admissions, Communications & Development Committee
- To assist with marketing and PR initiatives, as required
- To attend student recruitment trips (UK and overseas)/conferences/fairs, as required
- To develop links with appropriate national and regional groups and bodies
- To take a leading role in producing academic articles/commentaries/stories/press releases, drawing on New Hall practice and achievements, and encouraging other New Hall staff to secure such media coverage at local, regional and national level





# Role Description

- To work closely with the Alumni & External Relations Officer to foster relationships with alumni, former New Hall parents and feeder schools

## 6. To share our ethos, grow and innovate

- To assist with/undertake educational research projects, as required, and to write educational articles and press releases on areas of expertise/current interest, for submission to local, regional and national media
- To promote the school to facilitate a high level of interest for places, leading to full year groups across the school
- To communicate to prospective and current families the distinctive academic, pastoral, spiritual and co-curricular strengths of the school, in order to strengthen the ability range of the intake
- To support New Hall's sponsored primary school, Messing Primary School, by sharing good practice and resources
- To conduct the annual review on public benefit, for the SLMT and Trustees Report, and to ensure the provision is promoted effectively through the school's website and other channels

## 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

- To contribute to strategic planning, in particular through attendance at SLMT & Governors' Strategy Days, as required
- To be responsible, together with the Principal and wider SLMT, for the production and review of the annual School Development Plan (SDP)
- To take the leading role in monitoring progress of the SDP targets during the course of the year, to help ensure that these are met or exceeded; to be accountable to Governors for outcomes
- To help establish overall priorities for resources to support the SDP
- To assist with regular cost-savings reviews and to help devise and implement plans that can enable the school to keep fee increases as low as possible, without compromising investment and development
- To be responsible for various school budgets, according to the school's needs, and for overseeing the spending
- To work with the Principal and Director of Admissions, Communications & Development in support of any major fundraising undertaken for school facilities





# Outcomes of the 2008-2018 School Development Plan

- Expansion from 500 to 1,250 students
- Creation of an innovative and national award-winning 'diamond school' (winner of National School Awards, 2011), with an optimal mix of co-educational and single-sex teaching
- Top school in the county for value added and top performing Catholic co-educational school nationally for A Levels
- Outstanding Headmasters' and Headmistresses' Conference (HMC) inspection and membership granted from 2011
- Investment in first-class facilities
- Successful establishment of 3 boarding houses for boys, to complement the 3 girls' houses
- Outstanding county, regional and national successes in a wide range of sports and co-curricular activities
- Major developments in music, performing arts, London Academy of Music and Dramatic Art (LAMDA) and the creative arts
- Commendation for becoming the first independent school nationally to sponsor a state primary academy
- Substantial investment in bursaries, to widen access to the school

## Accolades for the school

- Winner of the TES Independent School of the Year 2016
- Winner of the TES Financial/Commercial Initiative of the Year 2016
- Shortlisted for TES Independent School Awards 2016 for 3 categories: Governing Body of the Year; Best Senior Leadership Team of the Year and Financial/Commercial Initiative of the Year
- Winner of the Essex Digital Awards 2018: Silver Award Overall and Gold Award for best school/charity website
- Shortlisted for TES School Awards 2015 for Headteacher of the Year
- 3 Pearson Teaching Award nominations and 1 national finalist
- Shortlisted for TES Independent School Awards 2014 for Best Independent-Maintained School Collaboration and Boarding Initiative of the Year
- Winners of a record 4 County Awards: Best Growth; Excellence in Marketing; Community Award; and Essex Business of the Year 2013
- Winner of the TES Independent School Awards 2011 for Outstanding Strategic Initiative
- New Hall received the highest commendations in all its inspections in the last 14 years, including:
  - 'Excellent' (the highest category) in both categories of the ISI inspection (2016)
  - 'Outstanding' in the ISI boarding inspection (2014)
  - 'Outstanding' in the Section 48 Diocese RE inspection (2013)







# Staff Benefits

## Salary

A competitive salary is offered.

## Accommodation

A family house is provided rent-free since it is a requirement of the role to live in school accommodation and to contribute to boarding life.

## 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. The Deputy Principal is entitled to fee remission of two thirds of day fees for the year groups Reception-Year 13, for any of their children in the school.

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 to 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. 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 of the New Hall Sports Club (currently £20pa), which includes use of our 25-metre, 6-lane indoor swimming pool & 10 floodlit tennis courts.





# Staff Benefits

## Digital Technology

The Deputy Principal will be provided with a laptop, iPad and a mobile telephone.

## Professional Development

The Deputy Principal will undertake formal personal development each year in areas agreed with the Principal. These may include: academic and pastoral matters; management; interpersonal skills development; marketing and public relations; technology and legal updates; and presentation skills.

## Hours of Work and Holidays

The Deputy Principal is expected to work the hours necessary to fulfil the responsibilities of this senior role. This includes:

- Sharing in the SLMT duty rota to provide cover in school for five full days a week, 8.00am-6.00pm
- Attending school events, including those in the evening and on weekends, according to the SLMT attendance rota

The Deputy Principal will take all school holidays except when asked to be available at certain times, for example:

- for the days around the A Level and GCSE results in August (normally the Wednesday of the A Level results week to the Friday of the GCSE week)
- from time to time, when there may be an SLMT meeting before the start of each term and/or after the end of each term (the SLMT meeting schedule should be checked prior to booking holidays)
- as required on the SLMT cover rota, which covers all holiday periods (this does not require being on-site but it is essential to be contactable by telephone and email. The SLMT member/s on call would be expected to resolve the issue or to do so by delegation. The first contact person must always be able to return to New Hall if required e.g. an emergency. The second contact person must be available by telephone and email)







# Your Application

## 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: Elizabeth Murphy, Executive Assistant and Clerk to Governors, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.

Tel: 01245 467 588 Fax: 01245 467 188 Email: [e.murphy@newhallschool.co.uk](mailto:e.murphy@newhallschool.co.uk)

**Closing Date for applications is: Midday, 15 June 2018**

**First Round Interview: week of 18 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).

