

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Housemistress

For September 2019 or January 2020

**[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

**tes**

Independent  
School of the Year

**2016**







## New Hall School

New Hall School is a leading HMC boarding and day school for girls and boys aged 1-18 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 & 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 Nursery & Preparatory Divisions (ages 1-11), single-sex education in the Girls' Division and Boys' 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 girls and boys learn.

There is an exciting School Development Plan (SDP), which has the continued strengthening of the school's academic standing as its 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.

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

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 the community benefits from having a full time resident priest Chaplain. The School welcomes all who support its ethos.

## New Hall's 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.

## 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 to 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), in relation to our Green Travel and Transport Strategy. The school has previously won the TES Award for 'Outstanding Strategic Initiative' (2011).

New Hall received the highest commendations in its most recent inspections:

- 'Outstanding' in the Denominational inspection, Diocese of Brentwood (2018)
- 'Excellent' (the highest category) in the whole school ISI inspection (2016)
- 'Outstanding' in the ISI boarding inspection (2014)

New Hall's sponsored primary academy, Messing Primary School, received the highest commendation of 'Outstanding' in the following categories:

1. Effectiveness of leadership and management
2. Personal development, behaviour and welfare of pupils
3. Early years provision

and 'Good' overall, in the Ofsted inspection (2018).



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## The Boarding Team

At New Hall we have four Boarding Houses: Hawley (Years 3-10 girls), Petre (Years 3-10 boys), Dennett (Years 11-13 boys) and Campion (Years 11-13 girls). Each Boarding House accommodates between 55 and 85 students.

Boarding is an integral part of the School, as such we have a strong team of resident staff that includes:

|                                       |   |
|---------------------------------------|---|
| Principal                             | Deputy Principal                          |
| Vice Principal (Boarding)             | Estate Manager                            |
| Resident Priest Chaplain              | Director of Music                         |
| 2 Resident Paramedics                 | 4 Resident Language & Boarding Assistants |
| Housemaster (Campion)                 | Housemistress (Dennett)                   |
| Assistant Housemaster (Campion)       | Assistant Housemistress (Dennett)         |
| Resident Boarding Assistant (Campion) | Resident Boarding Assistant (Dennett)     |
| Housemaster (Petre)                   | Housemistress (Hawley)                    |
| 3 Assistant Housemasters (Petre)      | 3 Assistant Housemistresses (Hawley)      |
| Resident Boarding Assistant (Petre)   | Resident Boarding Assistant (Hawley)      |

Each House has a Housemaster/mistress (HM), an Assistant HM and a Resident Boarding Assistant. These staff work closely with the Vice Principal (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 the skills and personal qualities that will lay the foundations for 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 of which enable us to create that homely atmosphere. The staff work closely with students to prepare an evening timetable. This ensures that there is a good range of activities on offer, after the students have had supper and completed study.

No one day is the same in boarding; every day you see students grow and flourish, making it a rewarding and exciting community.



## **Accommodation**

Holme House is a large 4-double bedroom accommodation, one with on-suite, and has direct access into the boarding house. Holme House has 2 reception rooms, a study, a utility room, kitchen-dining room and a family bathroom. There is a private garden, and an external entrance leading to designated parking.

## 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. Curriculum lessons take place Monday to Friday and there is a busy co-curricular and social programme of activities at the weekend.

All teachers at New Hall School are expected to contribute outside the classroom, by either 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. Staff benefit from the long school holidays, polite and enthusiastic students, tranquil surroundings, generous salary scales.

## 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 and 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"

# Housemistress Job Description

The Housemistress (HM) has the overall pastoral and academic responsibility for the well-being of the boarding students in his/her care in the House, outside of school curriculum time. This is an important leadership and middle management role in the largest Catholic independent boarding & day school in the UK.

The HM reports to the Vice Principal (Boarding). The HM leads the residential House team, including Assistant HMs, Housekeeper and other residential staff (e.g. GAPs. Resident tutor). S/he attends weekly HM meetings, chaired by the Vice Principal (Boarding) and has individual weekly meetings with the Vice Principal (Boarding), and attends fortnightly Boarding Committee meetings, chaired by the Principal. The HM has a responsibility to promote boarding both within and outside the School.

The HM is expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement of the School.

Key responsibilities:

## **1. Leadership and Management**

- 1.1 to ensure that the Boarding House has an outstanding character and quality of pastoral care, and that all members of the House team support this vision
- 1.2 to ensure that the House exceeds the National Minimum Standards for Boarding (NMS)
- 1.3 to provide a full and thorough induction for new House staff
- 1.4 to be visible and to have a high profile and authoritative presence throughout the School
- 1.5 to carry out effective performance management of staff, in line with School policy
- 1.6 to monitor and liaise with the Head of Boarding/HR over any concerns relating to staff absence and performance
- 1.7 to take responsibility for the recruitment of new boarders, working alongside Admissions and the Head of Boarding, including liaising with agents, touring and interviewing prospective parents and students, ensuring follow up calls are made
- 1.8 to take initiative and to find solutions to assist with recruitment and retention of boarders within the boarding House

## **2. Spiritual**

- 2.1 to support the Catholic ethos of the School (training, including the Catholic Certificate in Religious Studies, will be provided if required)
- 2.2 to be a visible presence and to take a leading role at the weekly Sunday Mass for boarders and resident staff, as well as other School/Tutor Group Masses, as required
- 2.3 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
- 2.4 to promote Gospel values of care, trust and respect in accordance with the Mission & Ethos Statement
- 2.5 to identify students who require preparation for Baptism, First Communion and Confirmation and to support them through this process, and to liaise with the Chaplaincy Team as appropriate



### **3. Academic**

- 3.1 to monitor and support the academic progress of each student in his/her care
- 3.2 to be the pastoral lead for boarding students in Years 7-10, liaising with the day pastoral team to support the student effectively and responding promptly to data arising from the Rewards and Conduct system for the Middle School (e.g. Red Cards, Study Cards, Yellow Cards and, Green Cards)
- 3.3 To liaise and work closely with the Preparatory Division to ensure a high boarding profile amongst parents and students
- 3.4 to support and guide students in making appropriate Year 8 and GCSE option choices
- 3.5 to ensure that the House has appropriate academic resources (e.g. books, wall displays, IT equipment and software), to encourage and support learning
- 3.6 to be a role model for lifelong learning, showing an interest in reading, culture and current affairs and politics
- 3.7 to encourage development of boarders' general knowledge and current affairs e.g. through running quizzes and debates

### **4. Social and behaviour**

- 4.1 to establish a community spirit and family atmosphere within the House, based on care and understanding
- 4.2 to ensure that all students are aware of the Code of Conduct and adhere to high standards of behaviour and courtesy at all times
- 4.3 to promote integration of boarders and day students through social and educational events, in particular through devising an interesting and varied Friday evening and weekend programme
- 4.4 to encourage the development of friendships and community living, based on service to others
- 4.5 to provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- 4.6 to ensure excellent communications with parents
- 4.7 to ensure provision of some School social occasions for meeting with boarders' parents including at the beginning and end of terms
- 4.8 to build a House identity within the wider School community
- 4.9 to be visible at whole school events, including Chapel and Divisional/Sixth Form assemblies, ensuring good discipline and punctuality of the students and participating as appropriate

**5. Co-curriculum**

- 5.1 to promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development (e.g. to create opportunities for boarding students in the House to perform; to encourage in boarders an awareness of and participation in the rich co-curricular programme on offer in the School)
- 5.2 to arrange a variety of activities during evenings and at weekends, utilising the HM's House budget effectively

**6. Personal development and wellbeing**

- 6.1 to encourage students to meet high standards regarding personal hygiene, hair, dress and jewellery
- 6.2 to encourage students to establish healthy eating patterns and to take responsibility for their health in conjunction with the Health Centre Manager and Medical Officer
- 6.3 to encourage students to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to school
- 6.4 to be responsible for the authorisation of exeat permissions, encouraging students to balance their time in and out of school
- 6.5 to supervise meals in the School Refectory, on a rota
- 6.6 to help students to develop the skills and qualities of leadership, while also ensuring that their academic commitments remain their first priority

**7. Health & Safety (H&S)**

- 7.1 to act in *loco parentis* for each student during term time when at School, as well as on school trips that may take place during the holidays
- 7.2 to be responsible for H&S in their Boarding House, ensuring risk assessments are completed in line with School policy
- 7.3 to be responsible for the health and wellbeing of each boarder, ensuring correct recording of medical information and liaising appropriately with the Health Centre

**8. Administration (students)**

- 8.1 to ensure all paperwork is completed in line with the NMS
- 8.2 to liaise with other HMs, parents/guardians and tutors regarding exeat permissions; to keep a record of all exeats
- 8.3 to provide a pastoral report for boarders
- 8.4 to know who the Scholars and Award holders are within the Boarding House and to forward information about progress and successes/achievements to the appropriate member of staff to facilitate Scholar reports
- 8.5 to draft references for boarders as required
- 8.6 to complete termly care plans for each student
- 8.7 to ensure compliance with Tier 4 inspection requirements

**9. Administration (House)**

- 9.1 to organise staff duties, Boarding Prefect duties and the sharing of general responsibility within the House, keeping the Head of Boarding informed
- 9.2 to oversee the preparations for the House at the start of each new term
- 9.3 to prepare and update House marketing material and House booklets
- 9.4 to be responsible for keeping the House Twitter Accounts up-to-date
- 9.5 to prepare a half termly *What's New in Boarding?* newsletter
- 9.6 to keep a record of the day-to-day running of the House to be signed by the Head of Boarding on a termly basis

- 9.7 to keep a record of all incidents (including behavioural), rewards and sanctions, for review half termly by the Head of Boarding
- 9.8 to recommend to the Head of Boarding if a student is deemed unsuitable for boarding in the House
- 9.9 to ensure all boarders are aware of the Code of Conduct and the policy for rewards and sanctions
- 9.10 to ensure the smooth transition for new students

#### **10. House maintenance and decor**

- 10.1 to monitor the standards of maintenance in the House, including furnishings, fittings and bedroom areas and to liaise with the Estate Manager and the Domestic Facilities Manager accordingly
- 10.2 to oversee cleanliness and hygiene within the House and to liaise appropriately with the Housekeeper
- 10.3 to oversee the provision for kitchen supplies and to liaise with the Catering Manager regarding functions

#### **11. Finance**

- 11.1 to have financial responsibility for the running of the House and to manage the House budget
- 11.2 to provide appropriate arrangements for student personal finances, liaising with parents and the Finance Department
- 11.3 to assist with travel arrangements as required, liaising with the Assistant HM responsible for boarders travel and the Finance Department for travel money

#### **12. Supervision and hours of work**

- 12.1 the HM should be proactive in the supervision and pastoral care of students at all times, except when it is their weekday/weekend off. They should be available and accessible to students. They are expected to fulfil these duties at the times set out on the Duty Rota, which will be reviewed as required. An example rota can be found attached
- 12.2 the AHM has a 24-hour period off each week. Days off will be arranged by the Head of Boarding and, for those teaching a curriculum subject/s, by the Vice Principal (Curriculum, Growth & Innovation)
- 12.3 at the beginning of the academic year, the HM ensures the preparation of the House for the start of term and the clearing of the House at the end of term: up to two working days before the start of term and one day before the start of a half term, and remaining for up to two working days after the official end of term and one day at the end of a half term. At the beginning of the academic year, it is expected that the HM will return three working days before staff INSET commences to prepare the House.

The HM will have accommodation on site within the Boarding House. New Hall has recently undertaken a comprehensive programme to upgrade and refurbish boarding and residential accommodation.

All staff are responsible for promoting and safeguarding the welfare of students at the 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 suit particularly a candidate seeking career development and opportunities to develop leadership and management skills, in this dynamic and forward thinking school.

In addition to the below, all candidates should have a clear understanding of the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

|   | Essential  | Desirable   |
|---|--|---|
| <b>Education</b>                          | Should be a university graduate<br><br>If appointed as a teacher, a successful track record of teaching up to A Level  | Hold a BSA qualification (or be willing to study to obtain one) |
| <b>Experience</b>                         | Minimum of two years' experience working in a boarding school<br><br>Experience leading/managing a team at middle management level<br><br>Experience of working with people from a variety of cultures and backgrounds   | Experience of managing staff                                    |
| <b>Skills and Aptitudes</b>               | Excellent communication, IT, organisational and management skills  | Be able to contribute to the co-curricular life of the School   |
| <b>Disposition and personal qualities</b> | Understanding of the importance of promoting and safeguarding the welfare of children<br><br>Willingness to participate enthusiastically in aspects of boarding school life<br><br>Common sense and initiative<br><br>Ability to relate effectively to students and to demonstrate empathy for children's needs and feelings across the age range<br><br>Ability to create a positive and nurturing environment that promotes boarders' talents and interests<br><br>Enthusiasm, commitment and a positive attitude<br><br>Ability to demonstrate positive behaviour management<br><br>Ability to motivate others and build teams<br><br>Flexibility to adjust to change and development |   |

# Salary & Benefits

## Salary

A competitive salary will be offered on New Hall's own Pay Scale, depending on qualifications and experience, together with the generous benefits detailed below.

A teaching HM will be given a timetable currently the equivalent of 50% of a full-time teacher, on Payscale E (up to a maximum of NHE17a £53,542 pa). A non-teaching HM will be paid on Payscale E (up to a maximum of NHE14a £45,562 pa).

## 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).

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 3%.

## Accommodation

It is a requirement of the role that the HM resides in the Hawley House HM accommodation. This is a 4-bedroom house attached to the boarding house.

## 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.

## Sports membership

Staff are entitled to free membership of the School Fitness Suite, which comprises a 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

Teaching staff receive a New Hall laptop and/or iPad.

## School fee remission (Teaching and Boarding Staff Only)

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 4-11 and joins New Hall Preparatory Divisions, there is a reduction of one third of the day fees. Please note that there is no staff fee remission for New Hall Nursery (ages 1-3). If your child is aged 11-18 and joins New Hall Senior Divisions, there is a reduction of two thirds of the day fees.

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.

# Your Application

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

Completed Application Forms and your letter of application should be sent, via email, to [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk). The letter of application should be addressed to Mrs Jeffrey, Principal, and include:

- Your understanding of the distinctive nature of the School and this role
- How your skills and experience meet the requirements in our person specification and job description
- Why you wish to apply for this role and what particular contribution you would make

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 on Tuesday 18 June 2019**

**Early applications are encouraged.**

**Interview Date: Friday 21 June 2019**

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.

