Founded 1642

New Hall School

The Best Start in Life



Appointment of

Early Years Practitioner

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 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 Division 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 Section 48 Diocesan RE inspection (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).

tes
Independent
School of the Year
2016

The Nursery

The New Hall School Nursery, opening in September 2019, will be located in brand new, purpose-built premises that provide a safe, modern and inspirational environment. There will be a landscaped outdoor learning environment for children to play in and explore, as well as access to the wonderful grounds and facilities New Hall has to offer.

The Nursery will form an integral part of the School, with many of the children continuing through into the Preparatory Divisions. It will extend New Hall's current age range by offering provision for 1-3 year olds ('Nursery 1') for the first time. The Nursery will also incorporate our well-established provision for 3-4 year olds ('Nursery 2'), where staff are committed to delivering an engaging and effective educational experience allowing pupils to reach their full potential. A broad curriculum, including Music, Dance, Physical Education and Forest School brings out the gifts and talents in all pupils.

The Nursery will provide care and education for approximately 60 children and will operate from Monday to Friday 8.00am to 6.00pm all year round. An extended day from 7.30am to 6.30pm will be offered subject to availability. Parents will be expected to commit to a minimum number of half-day sessions (4 sessions in Nursery 1; 6 sessions in Nursery 2).

Through the dedication of qualified, experienced and nurturing staff, the Nursery will embody the New Hall ethos, providing a holistic education based on Gospel values of care, trust and respect.



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 that is set in beautiful surroundings; staff value working in a caring community and enjoy many exceptional benefits.

Hours

The working hours for this role are Monday to Friday, from 7.30am – 6.30pm, during term time only (approximately 33.8 weeks per year), with a 30 minute unpaid meal break. This will be on a rotation basis.

All staff are required to attend relevant INSET (staff training) days. In addition, Early Years Practitioners are also required to attend Parents' Evenings, Parents' Drinks Receptions, Open Days and other marketing events for Nursery 2 as part of their role, for which additional payment will be made.

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"

Job Description

1. Purpose of Job

- To work in partnership with the Principal to support learning in line with the school's Mission Statement, the EYFS Curriculum, Codes of Practice and Schools policy and procedures
- To work under the direction of the Deputy Nursery Manager and Manager in ensuring that all pupils make expected progress
- To be supportive of the Catholic ethos of the school and work to fulfil the commitments within the school's Mission Statement

2. Duties and Responsibilities

- To be a Key Person responsible for a group of children
- To take responsibility, where appropriate, for leading planned activities with groups of children under the direction of the Deputy Nursery Manager and Manager
- To contribute to the assessment of each child's progress through observation and other forms of evidence and add to individual records as required
- To ensure that the Learning Journey, Development Matters and Online assessment for each child in your Key Group reflects progress and demonstrates on-going formative assessment.
- To contribute to formal communication with parents through written reports and Parents' Evenings
- To take on a position of responsibility e.g., ENCO/SENCO, as and when appropriate
- To attend Parents' Evenings, Parents' Drinks Receptions, Open Days, and other Marketing events as required
- To support the Deputy Nursery Manager and Manager in behaviour management
- To share in the responsibility for the welfare and health and safety of all children having regard to the school's Health and Safety Policy and documents
- To take part in the day to day care and maintenance of all Nursery 2 equipment and to help with the ordering of new and replacement stock
- To help promote good home/school links and to foster greater understanding of good early years practice
- To take part in the daily planning and preparation of resources
- To share in the task of keeping the Nursery 2 classroom, toilet and kitchen areas tidy and clean
- To accompany and assist with supervision on outings
- To attend relevant whole school staff meetings and INSET
- To take part in staff development, INSET and training programmes on a regular basis to further professional development
- To administer first aid as necessary, and according to level of qualification
- To have a welcoming, professional approach towards children, parents, other staff and professionals

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 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 in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	Educated to GSCE Level Have a NNEB/ NVQ Level 2 qualification in child care, or equivalent	Paediatric First Aid Certificate NVQ Level 3 qualification in child care Safeguarding Level 2
Experience	Have experience of working with children aged 0-4 A good understanding of the Early Years Foundation Stage	Experience of independent preparatory education
Skills and Aptitudes	Excellent communication, organisational and management skills Good ICT skills and/or experience of online Assessment e.g. Tapestry	
Disposition and personal qualities	Common sense and initiative Ability to relate effectively to primary aged pupils Understanding of the importance of promoting and safeguarding the welfare of children Have clear and balanced views about pastoral care and discipline Have an understanding of child development and ability to recognise and respond to individual Pupil needs Ability to motivate others and work as part of a teams Flexibility to adjust to change and development	

Salary & Benefits

Salary
The salary range for this term time post is between £12,944.67pa and 16,446.64 (fte £17,617pa and £22,383pa at September 2019 rates), dependent on qualifications and experience. This range is between points NHC16 and NHC22 on the New Hall Pay Scale C.

Holidays
1.1 The Early Years Practitioner shall be entitled to take as holiday all School holidays as published in the School calendar except for staff INSET days unless otherwise specified. No holiday may be taken during term time.

Bank Holidays and Saturdays
The Early Years Practitioner may be required to work on School Open Days which take place on the last Saturday in September and either the first Bank Holiday in May, or the Saturday of the first Bank Holiday weekend. Payment will be made for working on these day subject to submission of an authorised timesheet.

Pension
Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 3%.

Training
New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

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.

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. 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 requires 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, 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.

