

Founded 1642



New Hall School

The Best Start in Life



Appointment of **Housemistress** (Maternity Cover) From June 2019

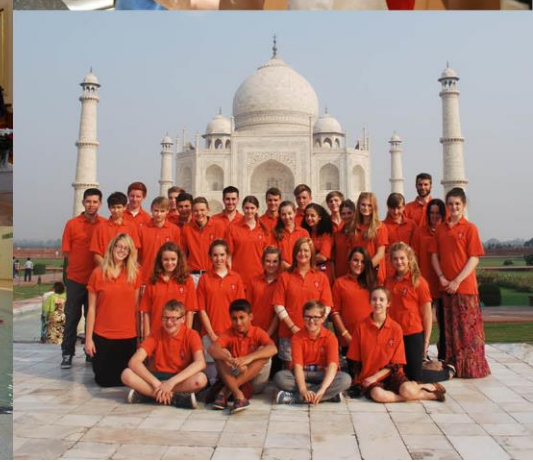
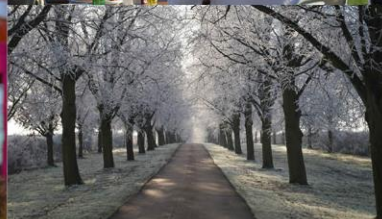
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New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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 & 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 3-11), 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 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 Division to 3-form entry and for a new Science 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.

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:

- 'Excellent' (the highest category) in the whole school ISI inspection (2016)
- 'Outstanding' in the ISI boarding inspection (2014)
- 'Outstanding' in the Section 48 Diocesan RE inspection (2018)

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 six boarding Houses. There is a total of 16 resident and 16 non-resident members of staff, who work to support and nurture the boarding students, of whom there are over 250.

Each house has a Housemistress/master, an Assistant Housemistress/master and either one or two Boarding Assistants; these staff work closely with the Head of 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 their skills and personal qualities, which we hope will lay the foundations of 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 a 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 students have had supper and completed study.

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



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 weekdays and also on a Saturday.

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, and a 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

The Housemistress/master (HM) has the overall pastoral and academic responsibility for the well-being of the boarding students in her/his care in the House, outside of school curriculum time. S/he is responsible to the Head of Boarding, working alongside and managing the other residential staff in the House. S/he attends weekly individual meetings with the Head of Boarding, weekly HM meetings, and bi-weekly Boarding Committee meetings with the Head of Boarding and the Principal. Under the leadership of the Head of Boarding, 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. *Spiritual*

- 1.1 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
- 1.2 To promote Gospel values of care, trust and respect in accordance with the Mission & Ethos Statement
- 1.3 To identify to the Chaplain students who require preparation for Baptism, First Communion and Confirmation and to support them through this process

2. *Academic*

- 2.1 To monitor and support the academic progress of each student in his/her care (the HM is the Head of Year for boarding students)

3. *Social*

- 3.1 To establish a community spirit within the House, based on care and understanding
- 3.2 To promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development
- 3.3 To encourage the development of friendships and community living
- 3.4 To encourage an awareness and appreciation of the needs and value of others through service and celebration
- 3.5 To promote integration of boarders and day students through social events and weekend activities
- 3.6 To provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- 3.7 To liaise with parents, informing them of exeat, forthcoming social events and to welcome their involvement in building a wider House community
- 3.8 To nurture a family atmosphere where students may feel free to approach House staff to talk through any concerns
- 3.9 To arrange a variety of activities during evenings and at weekends, under the direction of the Head of Boarding
- 3.10 To host parents at arranged functions at the beginning and end of terms
- 3.11 To build a House identity within the wider school community
- 3.12 To attend the New Hall Sunday evening Mass, which takes place every Sunday apart from exeat weekends
- 3.13 To attend whole school events with the students; the Head of Boarding will produce a termly list of the events HMs are expected to attend

- 3.14 To host both parent and student functions, within your school accommodation, if accommodation is deemed suitable for entertaining by the Principal and Head of Boarding

4. *Personal*

- 4.1 To encourage students to meet high standards regarding personal hygiene, hair, dress and jewellery
- 4.2 To encourage students to establish healthy eating patterns and to take responsibility for their own health in collaboration with the Health Centre Manager and Medical Officer
- 4.3 To encourage students to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to school
- 4.4 To be responsible for the authorisation of exeat permissions, encouraging students to balance their time in and out of school
- 4.5 To supervise meals in the School Refectory

5. *Administration (students)*

- 5.1 To ensure all paperwork is completed in line with the national minimum standards
- 5.2 To liaise with other HMs, parents/guardians and tutors regarding exeat permissions; to keep a record of all exeats
- 5.3 To provide appropriate arrangements for student personal finances, including liaison with parents and the Finance Department
- 5.4 To assist with travel arrangements when needed (this involves liaison with the Travel Secretary and the Finance Department for travel money)
- 5.5 To provide a pastoral report for boarders
- 5.6 To record medical information and appropriate liaison with the Health Centre Manager
- 5.7 To provide an input into references for boarders
- 5.8 To complete termly care plans for each individual student
- 5.9 To give UCAS/careers help and advice where appropriate

6. *Administration (house)*

- 6.1 To organise staff duties, Boarding Prefect duties and the sharing of general responsibility within the house; these are to be cleared with the Head of Boarding before being shared with house staff
- 6.2 To work with the Sixth Form Prefects, where appropriate, to help them develop the skills and qualities of leadership, while also ensuring that their academic commitments remain their first priority
- 6.3 To manage the House budget
- 6.4 To prepare the House for the start of each new term
- 6.5 To work closely with admissions regarding new boarders, and ensure the smooth transition for new students; to be aware of student numbers and provide support when needed e.g. House tours
- 6.6 To prepare and update House marketing material and House booklets
- 6.7 To keep the House Twitter up to date
- 6.8 To prepare a termly boarding Newsletter
- 6.9 To keep a record of the day-to-day running of the House to be signed by the Head of Boarding on a weekly basis
- 6.10 To keep an incident book to be reviewed by the Head of Boarding
- 6.11 To keep a record of all incidents, rewards and sanctions to be signed bi-weekly by the Head of Boarding
- 6.12 To supply each student with a copy of the rewards and sanctions booklet, ensuring regular updates

7. *Leadership Management*

- 7.1 To provide a full and thorough induction for new House staff
- 7.2 To ensure promotion of HM status throughout the School as a visible middle manager
- 7.3 To ensure thorough performance management of staff in line with school policy, including completion of all necessary paperwork within stipulated timescales
- 7.4 To monitor and liaise with HR over any concerns relating to staff absence and performance

8. *Fabric of the House*

- 8.1 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
- 8.2 To oversee cleanliness and hygiene within the House and to liaise appropriately with the Housekeeper and the School Nurse
- 8.3 To oversee the provision of kitchen supplies and to liaise with the Catering Manager regarding functions

If the HM is a qualified teacher, there will be an appropriately reduced timetable.

The HM has a 24 hr period off each week in addition to the designated exeat weekend every half term. Days off will be arranged by the Head of Boarding and the Vice Principal (Curriculum, Growth & Innovation).

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 all boarding and residential accommodation.

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 particularly suit 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, for example, as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	Should be a university graduate Either a qualified teacher or able to offer other skills to the School	Hold a BSA qualification or be willing to study to obtain one
Experience	Experience working in a boarding school Experience of working with people from a variety of cultures and backgrounds	Experience of managing staff
Skills and Aptitudes	Excellent communication, IT, organisational and management skills	Be able to contribute to the co-curricular life of the School
Disposition and personal qualities	Understanding of the importance of promoting and safeguarding the welfare of children Willingness to participate enthusiastically in aspects of boarding school life Common sense and initiative Ability to relate effectively to students and to demonstrate empathy for children's needs and feelings across the age range Ability to create a positive and nurturing environment which promotes boarders' talents and interests Enthusiasm, commitment and a positive attitude Ability to demonstrate positive behaviour management	

	Ability to motivate others and build teams	
	Flexibility to adjust to change and development	

Candidates who are qualified teachers should state this in their application, giving details of the subject/s they are able to teach.

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 equivalent to two-thirds of a full time teacher), on Payscale A (up to a maximum of NH12 £44,076 per annum), together with a Management Allowance which ranges from £4,000 to £9,200 per annum, dependent on qualifications and experience.

A non-teaching HM will be paid on Payscale B, up to a maximum of NHB12 (£30,034 per annum), together with a Management Allowance as outlined above.

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).

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 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 iPad.

Accommodation

There will be accommodation available with the role, which will be available to view during the interview process. Accommodation is available all year round.

School fee remission (teaching 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, net of prompt payment discount. Please note there is no staff fee remission for New Hall Nursery/Pre Reception (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, 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.

Your Application

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

Completed application forms should be sent, via email, to hr@newhallschool.co.uk, along with a letter of application addressed to Mrs Katherine Jeffrey, Principal, and should be sent to:

Email: hr@newhallschool.co.uk

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, Wednesday 16 January 2019

Interview Date: Wednesday 23 January 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.

