

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Head of French

From September 2019, or sooner

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

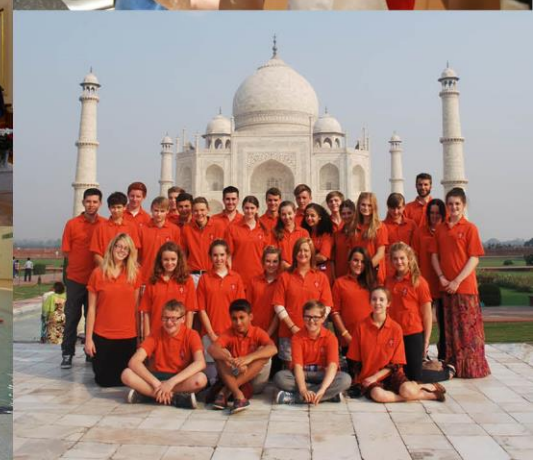
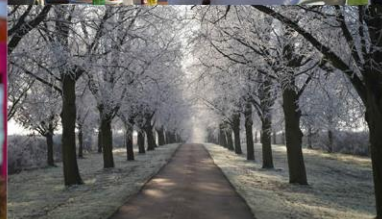
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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 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 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 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 six 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:

- '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).



Independent  
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## The French Department

The Modern Languages Departments share five classrooms housed in Priory Court, a new and attractive purpose-built block overlooking the peaceful grounds to the rear of the School. Each room is equipped with interactive whiteboards, audio equipment and visualizers. Our language teachers are dedicated, passionate and many are multi-lingual, allowing them to teach both French and Spanish. The teachers are supported by two enthusiastic Language Assistants, who work primarily with GCSE and A Level students. All languages staff participate in researching, creating and sharing new and exciting resources.

Our students are a delight to teach, and you can truly 'teach', using your full repertoire of strategies to engage and challenge. They are charming, enthusiastic, good-humoured and, at the same time, there is a real focus on making progress and achieving the best possible outcomes. New Hall has an international student intake (of around 15%), which creates an atmosphere of inter-cultural understanding and support for the study of other languages.

### Languages on the Curriculum

Our language provision begins in our Pre-Prep and Preparatory Divisions, where French is taught to all Year Groups by a specialist teacher. Students in Year 6 are also given introductory lessons in Spanish.

Prior to entry into the Senior Divisions in Year 7, students choose between French and Spanish and they then study this language option until the end of Year 9. From Year 10, both French and Spanish are available as GCSE options, with the majority of Year 10 students each year opting to study a language at GCSE. Our more able linguists are encouraged to pick up a second modern language in Year 8, and both French and Spanish are available on timetable to this group thereafter. This system leads to a group of dedicated linguists who opt to study both French and Spanish at GCSE, and also often at A Level.

Depending on staffing and student interest, German, Chinese and Russian may be offered to native speakers or as an 'extra' to non-native speakers.

Within both French and Spanish, students are set by ability from the start of Year 7, and this setting is reviewed regularly. The Departments are well resourced, with teachers having access to 'ActiveTeach' software for these courses, alongside 'Linguascope', 'Activiscope', 'Zut' and 'Oye'.

### Languages beyond the Curriculum

Students at New Hall have many opportunities to practise their languages outside the classroom. Recent trips include Normandy, Paris, Madrid and Andalucía. We have also set up a French exchange for Years 9-10 to Dijon and offer work experience abroad for our Sixth Form students. Theatre trips to London are organised for Sixth Form students. Visiting theatre companies perform plays in French and Spanish every year, enhancing the GCSE curriculum.





## University Destinations

New Hall linguists have gone on to study Languages at university, and we have regular success in Oxbridge applications. In recent years, this has included students reading Spanish with Russian and French & Spanish, both at the University of Cambridge.

## School Developments

Preparatory & Senior Divisions work together to create a coherent, over-arching programme of language progression from Foundation Stage to Year 13. We have introduced the DELF and DELE courses recently to provide regular, attainable and aspirational points of achievement for our students. By providing our students with access to the differentiated levels of these courses, we are preparing for the use of language beyond the classroom.



## 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 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

Heads of Departments (HoDs) are leaders of a staff team and are accountable to the Senior Leadership Team (SLT) for academic attainment and the progress of students. They are also responsible, where relevant, for support staff working within the Department. They have a key management role in raising academic standards and contributing to the life of the School. The quality and standard of work in the Department depends on the inspiration, dynamism, guidance and example of the HoD. The HoD will report to a member of the SLT; reporting lines are reviewed annually.

HoDs have an essential contribution to make to the management of the School in matters affecting curriculum planning, development of courses, teaching organisation and methods, links with agencies outside the School and departmental finance. They will be consulted on matters relating to the curriculum where appropriate.

All teachers are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and the Aims of the School.

Key responsibilities:

1. *Organisation and General Management of the Department*
  - 1.1 To contribute effectively to Curriculum Leaders' Group meetings, as appropriate
  - 1.2 To assess particular strengths of Department members and encourage them to contribute positively to the on-going development of the Department
  - 1.3 To direct the teaching of the subject, including group settings and provision of information to senior staff as needed; this will include monitoring of teaching methods, study set and marking/assessment across the Department; provision of support, as needed
  - 1.4 To arrange departmental meetings
  - 1.5 To supervise the teaching of NQTs in the Department and the guidance of members of staff new to the School
  - 1.6 To liaise with other colleagues, e.g. in the Learning Development Department, as appropriate
  - 1.7 To be responsible for staff development (in respect of their Department members), in conjunction with the Deputy Principal and Vice Principals
  - 1.8 To promote good working relationships within the Department
  - 1.9 To be involved as appropriate in the appointment of new staff
  - 1.10 To be involved in the Performance Management programme
  - 1.11 To ensure that all members of the Department are kept informed as appropriate, e.g. Curriculum Leaders' Meetings, missed Staff Briefings, etc.
  - 1.12 To promote the welfare of all students served by the Department and to pass on relevant information to other staff, including the Principal, as appropriate
  - 1.13 To lead by example, demonstrating management skill and good judgement in support of the School's aims
  - 1.14 To lead day/residential educational trips, as required
  - 1.15 To present an attractive, stimulating, tidy and safe learning environment in classrooms and displays in public areas
2. *Curriculum*
  - 2.1 To secure high standards of Learning and Teaching in the Department, to ensure that practices meet the needs of all students and raise standards of achievement in the School



- 2.2 To be accountable for the Department's performance in public examinations and to strive to meet or exceed the targets set in the School Developmental Plan.
- 2.3 To co-operate with those responsible for time-tabling in whatever way is appropriate, e.g. staff allocation, etc.
- 2.4 To monitor subject Specifications and Schemes of Work and to revise as appropriate, in conjunction with the Deputy Principal and Vice Principal (Curriculum, Growth & Innovation)
- 2.5 To access regularly Examination Board websites, including secure password protected content, to ensure that the taught curriculum mirrors exactly that prescribed by the Examination Boards.
- 2.6 To ensure that each subject teacher has appropriate Specifications and Schemes of Work and that the Deputy Principal and Vice Principal (Curriculum, Growth & Innovation) are given an overview
- 2.7 To oversee the policy of assessment within the Department and its proper use in accordance with the overall School scheme
- 2.8 To oversee all aspects of subject examinations e.g.
  - 2.8.1 To ensure adequate testing throughout the year, the standardisation of internal examinations, their moderation, setting, marking and necessary follow-up
  - 2.8.2 To submit results to the Vice Principal (Curriculum, Growth & Innovation) or other person as required
  - 2.8.3 To ensure that external examination specification requirements are adequately covered and examiners' reports are read by members of the Department
  - 2.8.4 To ensure that information given to the Examinations Officer is full and accurate; in case of dispute, decisions about the levels of examination entry should be supported by evidence
  - 2.8.5 To ensure that teachers are clear about the format of question papers, the stationery used by the relevant examination board and that candidates are familiar with the formats
  - 2.8.6 To ensure that examination candidates are provided with a copy of the relevant Specification
- 2.9 To ensure that report writing across the Department is according to School policy
- 2.10 To set and mark entrance papers as appropriate and to interview candidates as necessary
- 2.11 To make recommendations regarding the allocation of Scholarships and Awards as required

### 3. *Resources*

- 3.1 To provide books, materials and equipment needed by the Department, within the set budget
- 3.2 To check invoices and return them to the Finance Manager; also, where appropriate, to inform the Finance Department of departmental chargeable items
- 3.3 To plan within the departmental budget
- 3.4 To keep an inventory of equipment, books, consumables, etc., keeping to budget
- 3.5 To ensure that stock taking is done (text books and all other departmental material resources), that resources are well cared for and that those causing loss or damage are charged for replacement resources

- 3.6 To manage Health & Safety issues within the Department and to refer any issues
- 3.7 To maintain a Departmental Handbook
- 3.8 To control the loan of departmental equipment in accordance with school policy
- 4. *General Contribution to School Life*
  - 4.1 To take a leading role in Department-based initiatives to recruit and retain students and to ensure that the Department supports whole school initiatives with this objective
  - 4.2 To uphold the School's standards of behaviour and discipline and to encourage members of the Department to do so
  - 4.3 To attend regularly School functions and, in particular, to set a good example for departmental members in this regard
  - 4.4 To be a point of contact for parents
  - 4.5 To contribute to whole school marketing events such as Open Days and Educational Days
  - 4.6 To kindle intellectual curiosity for the subject, and to promote opportunities for further study and careers, through academic societies, local or national events, and links with universities, liaising with the Subject Prefect and using the Firefly Enrichment Page
  - 4.7 To contribute effectively to the boarding life of the School and to assist with the promotion of boarding

All staff are responsible for promoting and safeguarding the welfare of pupils 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 pupils 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 Mission & Ethos Statement and 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
<b>Education</b>	University graduate and qualified teacher with an ability to teach French to A Level and to be able to stretch the most able/Oxbridge students	Ability to teach a second language/subject
<b>Experience</b>	Experienced teacher, with leadership & management experience	Experience of independent and/or boarding education and/or Catholic education  Experience marking or moderating for public examination boards
<b>Skills and Aptitudes</b>	Excellent communication, IT, organisational and management skills  Be able to take a leading role in ensuring first-class provision in the whole school co-curriculum for French-related activities, including the running of residential trips	<i>Candidates who are able to teach a second subject or offer help with coaching a sports team should state this in their application, giving details of second subjects, sports, and any coaching qualifications/willingness to undertake coaching training.</i>
<b>Disposition and personal qualities</b>	Understanding of the importance of promoting and safeguarding the welfare of children  Initiative, drive and enthusiasm, to develop students' interest in the subject  Ability to relate effectively to students, to motivate others and build teams  Flexibility to adjust to change and development  Willingness to participate enthusiastically in aspects of boarding school life	

## Salary & Benefits

### Salary

New Hall School has its own salary scale up to a current maximum of £48,576pa (at September 2018 rates). A competitive salary will be offered. The additional Management Allowance for the role is £9,861pa (at September 2018 rate). In addition, there are generous benefits, detailed below.

### Sports teams

Contributions to the sporting life of the school by leading a team attract a competitive remuneration package for weekend fixtures.

### 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 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 is a possibility of renting school accommodation for the first two years of employment (potentially renewable).

### 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. Please note that 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.

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. The completed form, together with a letter of application addressed to Mrs Jeffrey, Principal, should be sent to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.  
Tel: 01245 467 588 Fax: 01245 467 188 Email: [hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk)

Early applications are encouraged.

**Closing Date for applications is: Midday, 23 January 2019**

**Interview Date: Week commencing 4 February 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.

