

Founded 1642



New Hall School

The Best Start in Life



Appointment of Teacher of Learning Support From September 2019

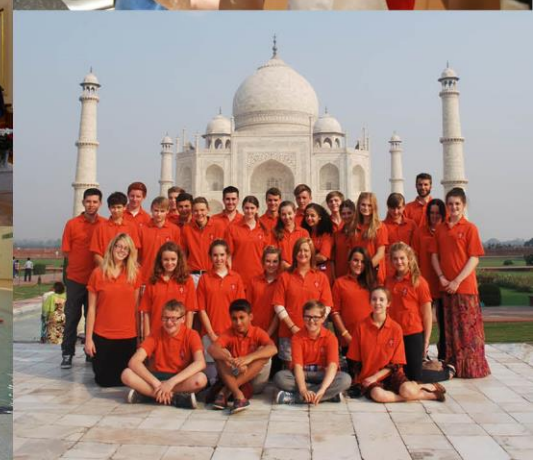
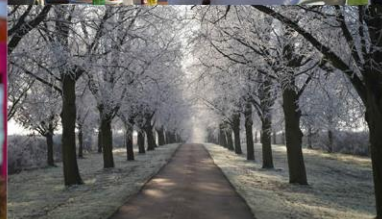
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New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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 girls and boys 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 Astro turf, 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, 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 Learning Development Department

The Learning Development Department is an important Department at New Hall that caters for students with special educational needs. The Department occupies a suite of rooms that include a resource area and private teaching areas, ideal for small group and one-to-one teaching. The learning difficulties currently supported by the Department include dyslexia, dyspraxia, dyscalculia, ASD, ADD and ADHD.

The School operates a policy of mainly small group withdrawal teaching, together with a wide-ranging programme of in-class support. The size of withdrawal groups rarely exceeds five students. In Key Stage 3, lessons are conducted in the Department, in place of the study of Latin and Music/Drama. In Key Stage 4, students are supported in the Department in their GCSE studies. All students are encouraged to develop their basic IT skills and programmes recommended by the British Dyslexia Association and Dyslexia Action are used to reinforce teaching.

There are excellent links with New Hall Preparatory Divisions, enabling students to make a smooth transition from the primary to the secondary phase of their education. Closer ties are being forged with our wide-ranging number of feeder schools. Staff in the Learning Development Department take great pride not only in fostering the highest academic achievements possible for all students with learning difficulties and special educational needs, but also in raising their self-confidence and self-esteem.

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 – Teacher of Learning Support

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.

Responsibilities will include:

1. *Teaching*
 - 1.1 To teach students in small groups or individually under the direction of the Head of Learning Development
 - 1.2 To teach dyslexic students in accordance with Dyslexia Action guidelines
 - 1.3 To teach students with other learning difficulties, dyspraxia, ADD, ADHD, Asperger's Syndrome etc. in accordance with published guidelines
 - 1.4 To liaise closely with subject teachers in the planning, delivery and evaluation of lessons for students with special educational needs
 - 1.5 To organise and minute SEN Support Review meetings with parents/guardians and students
 - 1.6 To generate six monthly Individual Education Plans
 - 1.7 To assist in the preparation of resource materials for use in the Learning Development Department
 - 1.8 To support colleagues, ensuring good working relationships and contributing to the work of the Department
 - 1.9 To encourage good discipline and a climate of trust
 - 1.10 To maintain and develop a sound knowledge of the subject area, including developments in the teaching of that subject
 - 1.11 To keep up-to-date with INSET
 - 1.12 To monitor, assess and record students' progress using strategies in accordance with Department and School policies. These will include formal and full reporting to parents in written form once a year, and in person at Parents' Meetings, normally once a year
 - 1.13 To work closely with other teachers to evaluate and develop the courses offered to students and the teaching strategies used, and contributing to other aspects of the general on-going development of the Department. This will include taking responsibility for aspects of the Department's Development Plan
 - 1.14 To take proper care of any School or Department resources, including the areas of the School used by the particular teacher
 - 1.15 To create an environment conducive to Learning and Teaching, including appropriate departmental displays
 - 1.16 To participate in the School's Performance Management Scheme
 - 1.17 To set study, where appropriate
 - 1.18 To mark students' work promptly, to approved standards
 - 1.19 To act as a reader/scribe for Year 10 and 11 students, where necessary, in internal assessments and public examinations
 - 1.20 To monitor students' progress, regularly
 - 1.21 To write full and accurate reports to published deadlines
 - 1.22 To begin and end lessons on time and not to leave classes unattended
 - 1.23 To meet cover requirements within the Department
 - 1.24 To demonstrate confident use of ICT to enhance teaching

2. *Pastoral and Boarding*
 - 2.1 To challenge, guide and advise students as appropriate
 - 2.2 To liaise and work with Tutors, Heads of Year, House staff and the Senior Leadership Team, as appropriate
 - 2.3 To act as a Tutor if required - working within a Year and House team
 - 2.4 To take a share in rotas for:
 - 2.4.1 Lesson cover (absent colleagues)
 - 2.4.2 After School study
 - 2.4.3 Weekend activities (one per term)
 - 2.5 To attend full School Assemblies and Meetings and to contribute towards them either as an individual or as a member of a particular group (e.g. Department, Year or House team)
 - 2.6 To attend School functions, as appropriate
 - 2.7 To participate in the boarding weekend activity rota as required (currently one session per term)
3. *Co-Curricular*
 - 3.1 To contribute to the delivery of the co-curricular Learning Development programme
 - 3.2 To contribute to the co-curricular programme on at least a weekly basis or as otherwise arranged
 - 3.3 To implement the School's policy with regard to residential and non-residential trips
4. *Management*
 - 4.1 To carry out any specific tasks mutually agreed within the Department
 - 4.2 To initiate and support cross-curricular links as appropriate
 - 4.3 To observe the School's Health & Safety Policy
 - 4.4 To familiarise with the contents of the Staff Handbook
 - 4.5 To ensure that work within the Department is fully integrated with whole School policies
 - 4.6 To assist in promoting the School

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 Mission & Ethos Statement and 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	University graduate and qualified teacher with an ability to teach from Key Stage 3 to A Level	Hold a post graduate qualification in SpLD
Experience	Experienced teacher	Experience of independent and/or boarding education
Skills and Aptitudes	<p>Excellent communication, IT, organisational and management skills</p> <p>Ability to teach both literacy and numeracy to Key Stage 3</p> <p>Ability to support students in a range of subjects at Key Stage 4</p>	<p>Be able to teach Games, or a second subject</p> <p><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></p>
Disposition and personal qualities	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Willingness to participate enthusiastically in aspects of boarding school life</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to students</p> <p>Flexibility to adjust to change and development</p>	

Salary & Benefits

Salary

New Hall School has its own salary scale up to a current maximum of £48,576pa (fte at September 2018 rates). A competitive salary will be offered. In addition, there are generous benefits, detailed below.

Sports teams

Contributions to the sporting life of the School by leading a team attracts 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. 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 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

Early applications are encouraged.

Closing Date for applications is: Midday, 21 January 2019

Interview Date: Tuesday, 29 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.

