

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Learning Support & Cover Assistant (Preparatory Divisions)

Application closing date: midday, 8 September 2025

Start date: September 2025 onwards

Welcome from Mrs Jeffrey, Principal



"Thank you for your interest in this opportunity at New Hall School. I joined the New Hall School community 23 years ago and, now that I am both the longest serving Head of a school in HMC and the longest serving Head in New Hall's history, I am often asked what has kept me here. It started with that first visit, in 2001, which blew me away. I remember meeting confident, characterful, good-humoured students, who made a lasting impression on me with their kindness and their evident pride in being part of the New Hall community. They spoke with passion about the work of the New Hall Voluntary Service (NHVS) as being central to School life. Their generosity of spirit and commitment to the care of those in need turned out to be a hallmark of a New Hall education. This is a place with a remarkable sense of community. At first, you will be attracted by the stunning heritage site, but, above all, it is the people who keep you here. I would not want to move anywhere else. As a parent, I could not have asked for a better education than New Hall gave my four children. The staff team here work with remarkable commitment and care to ensure that our children have the 'best start in life'. This is the school that many of us, staff and parents, wish that we had attended. I am looking forward to the next 20-year development plan!

New Hall, from its foundation, has been pioneering and innovative. The School is the UK's oldest Catholic school that has always taken girls; a strong commitment to promote equality, and to address disadvantages in society for girls and women, still prevails. Our outreach and community work led us to be the first independent school to sponsor a state primary school academy. We were the first Catholic diamond model school and the first diamond model school to be created from a former girls' senior school, with senior boys joining from 2006. The School has invested in exceptional outdoor learning, using its 140-acre campuses.

The School is large and diverse: in age, from 1-19; in size, up to 1,500 students and over 300 staff; in culture, with students from over 25 countries; in religion, as a Catholic school, welcoming all who support our ethos; in structure, offering the full range of flexible boarding options and a mix of co-education and single-sex teaching; and in educational range, with a broad curriculum and an exceptional co-curricular programme. Every day is full of opportunities to learn and grow, for staff as well as for students. It is impossible to be bored here - no two days are the same!

This is a career-defining opportunity, to be part of one of the UK's most successful schools, with an ambitious plan for further development. Where many independent schools are retracting and reducing investment, New Hall is bucking the trend and continuing to grow and to strengthen our provision. We are investing in our Sixth Form Centre, expanding our curriculum, growing our Sport provision (most recently, with the addition of riding, football and basketball) and enhancing our co-curriculum. We are open to opportunities to expand the work of our Trust, both in the UK and internationally, through our links with sister schools and Religious Communities. In particular, we are developing a link with the Ecole Christ Ressuscite, Masaka, Rwanda, and with Heilig Graf Secundair, Turnhout, Belgium, which share the ethos of the Canonesses of the Holy Sepulchre. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese.

I hope that you find the information contained in this pack, and on our website, helpful.

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.

Introduction

We are seeking a compassionate, adaptable and dedicated Learning Support & Cover Assistant (Preparatory Divisions) (LSCA) to provide high-quality support to students across the Preparatory Divisions (Reception – Year 6) with a range of Special Educational Needs and Disabilities (SEND) including dyslexia, autism spectrum disorder and attention deficit hyperactivity disorder. This is a full-time, term-time only role that is varied and rewarding, combining one-to-one support, small group intervention and in-class assistance.

New Hall Preparatory Divisions works to help pupils uncover their passions. Through the broad curriculum offered, pupils are given opportunities to learn, explore and problem solve. By encouraging the development of soft skills alongside the academic, children become more resilient, caring and confident. This enables them to manage pressure and respond confidently to others. At New Hall, there is the firm belief that a child's time in education should be their happiest and most memorable.

Pupils have full access to the extensive facilities of New Hall School and receive specialist teaching in a number of subjects from Reception. In Years 3-4, pupils are largely taught by their Class Teacher, whilst specialist teachers deliver lessons in a number of subjects including Music, Languages and Sport. By the time pupils reach Year 6, they are taught almost entirely by specialist teachers. This helps them to become increasingly independent and starts to prepare them for the transition to the next stage of their education. To support this system, they have a Class Tutor, someone to whom they can turn for advice and support and also the person who is the first point of contact for parents.

Years 3-6 represent the time when pupils begin to appreciate more fully the power and flexibility of language and the fundamental mathematical concepts. They learn about the scientific principles that shape the world around them, and the events that have created history. It is also the time that pupils discover the possibilities of foreign languages, develop an appreciation of the creative arts, as well as the rudiments of other curriculum areas. At New Hall, the intention is to provide a high-quality education built around a rich curriculum, one that gives pupils the best chance at succeeding in life.



Salary & Benefits

Salary

New Hall has its own salary scale. The salary range is between £22,340 - £24,226 for term-time only working (FTE: £26,208pa - £28,420pa (S1 - S4)).

Pension

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 4%.

Hours of Work

The normal hours of work will be between 8.00am-6.00pm, Monday to Friday, term-time only. There is a one-hour unpaid break each day. A degree of flexibility is required, taking into account the nature of this role in an independent boarding school. Due to the nature of this role in an educational setting, with its emphasis on community and safeguarding, this role is performed at the School site.

The LCSA (Preparatory Divisions) will be required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. All staff are required to attend INSET (staff training) days.

Holiday

You are entitled to the statutory minimum holiday entitlement of 28 days, inclusive of bank holidays, which is deemed to be taken during the School holidays, in accordance with the published dates in the School calendar.

Training

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

Meals in Term Time

Currently, all staff are permitted lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students. This is subject to review.

Nursery

New Hall runs an on-site Nursery for 90 children aged 1-4. Staff children have priority for places, which may be part time or full time. Staff have the option of a term-time only place, which reduces the annual cost.

Sport Club Membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club, at a reduced cost, with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- 2 outdoor basketball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track

Job Description – Learning Support & Cover Assistant (Preparatory Divisions)

Key responsibilities:

1 Catholic Life

- 1.1 to support and to contribute to the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School
- 1.2 to be aware of and contribute to the School Development Plan and to promote the strategic aims of the School

2 Curriculum/Learning Support

- 2.1 to maintain and develop a sound knowledge of the strategies required to support pupils with SEND; to bring to the attention of appropriate people INSET needs and opportunities
- 2.2 to provide one-to-one support to pupils, helping them to engage with learning, build confidence and work towards individual targets
- 2.3 to deliver small group interventions in literacy, maths, language and fine motor skills under the direction of the Preparatory Division's SENDCo and HoDs
- 2.4 to offer in-class support in core subjects to pupils with SEND, reinforcing key learning points and ensuring inclusive access to the curriculum
- 2.5 to work with subject teachers and the SENDCo to implement strategies based on pupil plans and targets, individual targets and best practice to support pupils with SEND
- 2.6 to encourage and maintain high expectations for pupil achievement and behaviour, promoting a growth mindset and resilience
- 2.7 to foster supportive, trusting relationships with pupils to enhance motivation, engagement and emotional wellbeing
- 2.8 to promote social inclusion and encourage positive peer relationships in the classroom and small group settings
- 2.9 to support pupils in developing independence in learning through organisation, time management and problem-solving skills
- 2.10 to monitor and record pupil progress
- 2.11 to engage in relevant training and development opportunities as required for the role

3 Cover

- 3.1 to supervise classes, overseeing the work that has been set and explaining to pupils the tasks and exercises required

4 Co-Curriculum

- 4.1 to support the co-curricular programme of support which runs before School, at lunchtime and after School, each day as required
- 4.2 to support the School's trips and visits programme, attending and helping to supervise on trips, including residentials, as required

5 Pastoral and Health & Safety

- 5.1 to work co-operatively to create a safe, purposeful and positive working environment for pupils and staff
- 5.2 to promote and safeguard the welfare of students by ensuring compliance with the Safeguarding & Child Protection Policy at all times

- 5.3 to report any actual or potential risks to the safety or welfare of pupils to the Designated Safeguarding Lead (DSL)
- 5.4 to comply with the Health & Safety policies and Medical & First Aid policies and procedures and to co-operate with colleagues to achieve high standards of health & safety
- 5.5 to undertake supervision of pupils before School/at break time/at lunch time/after School, as per the duty rota
- 5.6 to comply with the Health & Safety policies and Medical & First Aid policies and procedures and to co-operate with colleagues to achieve high standards of health & safety
- 5.7 to uphold the expected standards of pupil behaviour and uniform around the School

6 Staff

- 6.1 to foster good working relationships based on care, trust and respect

7 Communication

- 7.1 to contribute effectively to pupil reviews, meetings and communication with staff and families

8 Community Outreach

- 8.1 to support our sponsored primary school, Messing Primary School, and Catholic independent schools in Brentwood Diocese, by sharing joint INSET
- 8.2 to share good practice and resources
- 8.3 to support New Hall Voluntary Service (NHVS) and other charitable work of the School
- 8.4 to support New Hall Parent Association (NHPA) events
- 8.5 to strengthen the School's reputation and profile as a leading School of its type

9 Finance & Sustainability

- 9.1 to seek to ensure value for money
- 9.2 to consider sustainability and to minimise waste
- 9.3 to contribute ideas for cost saving initiatives

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy and Procedures 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. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

Person Specification – Learning Support & Cover Assistant (Preparatory Divisions)

	Essential	Desirable
Catholic Ethos	<ul style="list-style-type: none"> to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding & day school and be committed to the values expressed in the Mission & Ethos Statement 	<ul style="list-style-type: none"> to be a practicing catholic
Education, Training, Skills & Knowledge	<ul style="list-style-type: none"> to be able to support learning effectively in a variety of contexts – one-to-one, small group and in-class to be able to deliver targeted interventions in literacy and numeracy under the guidance of the SENDCo to be able to follow guidance while also using initiative to adapt support in response to pupil needs to demonstrate strong verbal and written communication skills for working with students, staff and families to have organisational and time-management skills to work flexibly across different settings and priorities to be IT proficient to have strong organisational skills to have an awareness of children's literature to have excellent communication skills, including a high standard of spoken and written English to be able to work independently and as part of a team 	<ul style="list-style-type: none"> Level 3 qualification (e.g. NVQ, A Level, or equivalent) to have experience working with children with a range of SEND to have experience supporting students in a primary education setting to be familiar with inclusive learning strategies to understand effective methods for promoting independence in learners training in key curriculum areas such as phonics training to support children with SEND (e.g. dyslexia) previous experience as a Teaching Assistant teaching skills; particularly in the context of KS1 and KS2 literacy to have experience of independent and/or boarding education and/or Catholic education
Personal Attributes	<ul style="list-style-type: none"> to show a patient, nurturing and empathetic approach to supporting young people with a range of learning needs to set high expectations for student progress and conduct, with a belief in every child's ability to succeed to be committed to safeguarding and promoting the welfare of children 	

	<ul style="list-style-type: none"> • to be willing to undertake relevant training and ongoing professional development • ability to relate effectively to primary-aged pupils and to take an interest in their personal development • passion for supporting and developing pupils' reading • flexibility to adjust to change and development • to have integrity and the ability to give clear and consistent witness to the School's values 	
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Application Process

Department Contacts and Social Media

For further details about New Hall School, or an opportunity to discuss the role, please contact the Head of Prep Division, Mrs Samantha Twomey, s.twomey@newhallschool.co.uk. They can also be contacted on: 01245 467 588 Ext 264

Instagram: @newhallschool

The process is as follows:

1. Applications should be made electronically via the School's website (<https://www.newhallschool.co.uk/about/job-opportunities/>)
2. Applications will be considered on a rolling basis until midday, Monday 8 September 2025
3. Interviews to take place on a rolling basis

The successful candidate may take up the role from September 2025 onwards, subject to notice period and pre-employment checks.

About New Hall School

New Hall School is a thriving co-educational boarding and day school for up to 1,500 students aged 1 to 19. Founded in 1642, it is one of the oldest Catholic schools and the largest Catholic boarding and day school in the UK. The School's ethos continues to be inspired by its founding Religious Community, the Canonesses of the Holy Sepulchre.

"True community is where people listen to each other; where the marginalised and excluded are included".
(Canonesses of the Holy Sepulchre, 2023)

The charism of our founding Religious Community is service and hospitality; this is lived out in the actions of the volunteers that take part in this thriving and popular programme. Founded in 1978, the New Hall Voluntary Service (NHVS) has been providing help and support to vulnerable members of our local community for over 45 years. Volunteering for NHVS promotes an enduring community spirit, nurtures responsible citizenship and encourages student-led charitable endeavour throughout the local area.

The School is set in a stunning location dominated by the former Tudor Palace of Beaulieu and is surrounded by 70 acres of beautiful parkland and heritage gardens. The School also owns New Hall Park Farm, a 70-acre site with an equestrian centre, 3 miles from New Hall, and Boreham House; a stunning Grade I listed heritage building, set in 35 acres of countryside. Located just outside Chelmsford city centre, the School is well connected to London – only 20 minutes by train – with a new station due to open at the foot of New Hall's private approach road, The Avenue, in 2025. There are three nearby airports: London Southend, London Stansted and London City. The Elizabeth Line at Shenfield (13 minutes by train from New Hall) has a direct line to Heathrow airport terminals.

An extraordinary school with a distinctive character and close-knit community, New Hall is popular with local, national and international families. The School is oversubscribed at key entry points. An early adopter of the diamond model, it offers a vibrant education for girls and boys, with single-sex teaching in the Senior Divisions for Years 7 to 11, and co-education in the early years, Preparatory Divisions and Sixth Form.

New Hall prides itself on the quality of teaching and learning. Seeking the highest possible levels of academic attainment is a priority. The School is equally proud to offer a rounded education, focused on developing the whole child. There is a strong emphasis on co-curricular enrichment – as recognised in its recent ISI Inspection reports. The School excels in sport, having recently been awarded Outstanding Sport in a Large School by the Independent Schools Association (ISA). Alongside traditional sports, it is home to the largest independent school ski team, benefits from a professional cricket coach, and is proud to include elite national golfers within its student body. With a well-established on-site farm, woodland school, and equestrian centre, the School makes the most of its unrivalled space to embed the many benefits of outdoor education into the curriculum for all age groups.

The School has made extensive capital investments across its estate over the past 20 years. Recent developments include: a purpose-built Nursery, a Sixth Form International Business & Languages Centre, a canopied outdoor performance space, a Chaplaincy suite, outdoor basketball courts, and a second Cookery room.

In 2012, the School established the New Hall Multi Academy Trust (NHMAT) and became sponsor of nearby Messing Primary School – an Ofsted-rated 'Good' school with 'Outstanding' features. It is now looking ahead to new ventures and exciting opportunities to further grow its partnership work.

Inspection outcomes and accolades for New Hall School and its staff:

2025	Muddy's Best Schools Awards	Championing Sustainability	Highly Commended
2025	Muddy's Best Schools Awards	Passionate About Sport (Prep)	Highly Commended
2025	Education Choices Awards	Supporting Sustainability	Finalist
2024	Independent School Association Awards (ISA)	Outstanding Engagement in the Community	Finalist
2024	Independent Schools of the Year Awards	International student experience	Finalist
2024	Muddy Stilettos	Best Schools Awards for Best Experiential Learning (Modern Languages learning through Cookery)	Winner
2024	Independent Schools Inspectorate (ISI)	School Inspection	All standards met and NHVS a 'Significant Strength'
2024	The Boarding Schools' Association (BSA)	Best Community Work	Finalist
2024	England Netball	Netball Teacher of the Year Award	Finalist
2023	Independent School Association Awards (ISA)	Outstanding Sport in a large school	Highly Commended
2019	Brentwood Diocese	Citizenship Award	Awarded
2023	Starz UK	Most Outstanding Dance School	Winner
2023	Trinity	Champion Centre	
2023	Independent Schools of the Year Awards	Independent Prep School of the Year	Finalist
2022	The School Games Mark	School Games Mark Award	Platinum
2022	Independent Schools of the Year Awards	Innovation Award for an Outstanding new initiative	Finalist
2020	Lawn Tennis Association	Education Venue of the Year award for Essex	Finalist
2019	Independent Schools Inspectorate (ISI)	Regulatory Compliance Inspection	All standards met
2019	Ofsted	EYFS Inspection	All standards met
2019	Independent Schools Inspectorate (ISI)	Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)	All standards met
2019	National Westminster Bank	Project Respond competition – National Award	Winner
2019	Investing in Volunteers Award		Awarded
2019	Brentwood Diocese	Citizenship Award	Awarded

2018	Essex Digital Awards	School, Education or Charity Website	Finalist
2018	Essex Digital Awards	Overall Website of the Year	Silver
2018	Diocese of Brentwood	Denominational Inspection	Outstanding
2017	Volunteer Essex	Voluntary Community Service Award in the 'Who Will Care? Awards 2017	Commendation
2017	Nationwide	Award for Voluntary Endeavour	Winner
2016	TES Independent School Awards	Independent School of the Year	Winner
2016	TES Independent School Awards	Governing Body of the Year	Finalist
2016	TES Independent School Awards	Senior Leadership Team of the Year	Finalist
2016	TES Independent School Awards	Financial/Commercial Initiative of the Year	Winner
2016	Independent Schools Inspectorate (ISI)	Educational Quality Inspection	Excellent (highest category)
2016	Independent Schools Inspectorate (ISI)	Focused Compliance Inspection for schools with residential provision	All standards met
2015	TES School Awards	Headteacher of the Year	Finalist
2015	Institute of Groundsmen	Groundsman of the Year	Finalist
2014	Essex Digital Awards	School, Education or Charity Website	Gold
2014	Independent Schools Inspectorate (ISI)	Boarding inspection	Outstanding
2013	Essex Business Awards	Best Growing Business - Large Company	Winner
2013	Essex Business Awards	Excellence in Marketing - Large Company	Winner
2013	Essex Business Awards	Essex Business of the Year	Winner
2013	Essex Business Awards	Community Award - Business Sector	Winner
2013	Pearson Teaching Awards	Pearson Teaching Awards (History)	Longlisted
2013	Pearson Teaching Awards	Pearson Teaching Awards (Physics)	Winner - Teacher of the Year
2013	Pearson Teaching Awards	Pearson Teaching Awards (Biology)	Longlisted
2011	TES Independent School Awards	Outstanding Strategic Initiative	Winner
2005	Institute of Directors' Awards	Institute of Directors' East of England Businesswoman of the Year Award	Winner
2000	Chelmsford Borough Council	The Millennium Award for Helping Young People to Fulfil their Potential	Finalist
1996	Whitbread & Make a Difference Volunteering Awards	Outstanding service to the community	Winner



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