

Founded 1642



New Hall School

The Best Start in Life



Appointment of Teacher of Chemistry or Chemistry Graduate From January 2020

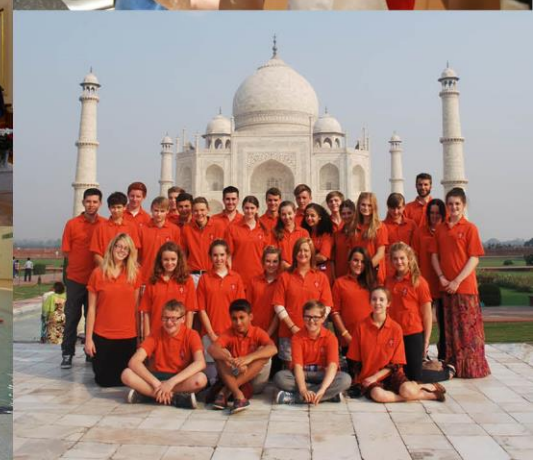
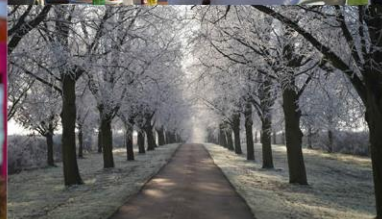
newhallschool.co.uk

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 Denominational inspection, Diocese of Brentwood (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).



Independent
School of the Year
2016

The Chemistry Department

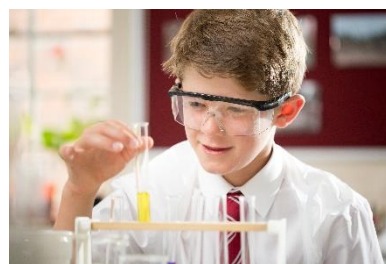
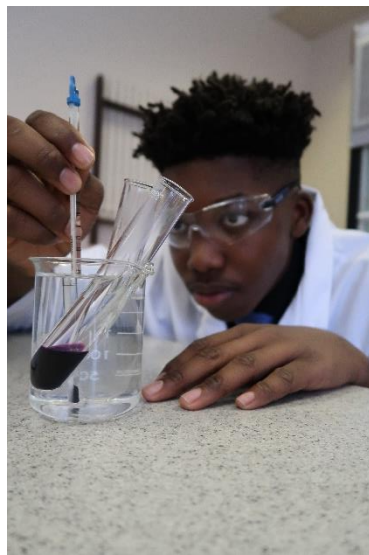
This is an exciting time for the Chemistry Department, following the launch of the new STEM initiative in January 2016 (in accordance with our 3-year development plan) and the planning for the construction of a state of the art Science Centre. The Chemistry Department actively promotes STEM opportunities and works collaboratively with other departments in the school to enable students to explore these subjects beyond the confines of the syllabi. Given that New Hall is an all-through 1-18 school on a single campus, this provides opportunities to make valuable subject links between the primary and secondary phases. The Chemistry Department is dynamic, forward-thinking and focused on pupil achievement and enjoyment.

The Science Departments share nine well-equipped laboratories with dedicated laboratories for each discipline. We are fortunate to be able to invest in excellent technology and practical equipment, and there is a strong emphasis on practical work in lessons. All the laboratories are fitted with an interactive whiteboard and have access to the internet. Teachers also have access to laptops and tablets during lessons, for research or practical work.

Science is taught as three separate subjects from Year 7 and GCSE work commences in Year 9. At Key Stage 4 students take the AQA Science qualifications with over a half of each cohort sitting the three separate Science subjects (Triple Award). Chemistry is also a popular choice within the Sixth Form with two sets of Chemists studying the OCR A Level course each year. Public examination results in the sciences are very strong. Many students go on to study STEM subjects at university, including Oxbridge. Most recent Oxbridge successes include places on: Medicine; Engineering; Biological Sciences; Biochemistry; Physics and Mathematics.

The Science Departments comprise a total of 15 specialist teachers, assisted by six laboratory technicians. The Chemistry Department is led by the Head of Chemistry who works alongside four other Chemistry specialist teachers. All members of the department teach across the age range, including GCSE and A Level, and contribute actively to the wider life of the school.

The Science Departments are also very committed to offering co-curricular clubs and educational trips to a wide range of students and celebrate National Science and Engineering Week and Biology Week annually. An annual trip to GCSE Science Live is also organised, along with annual competitions in all three sciences.



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.

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 and generous salary scales.

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

All teachers 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.

Key responsibilities:

1. Within the Department

- 1.1 To support colleagues, to ensure good working relationships and to contribute to the work of the department
- 1.2 To maintain and develop a sound knowledge of the subject area, including developments in the teaching of that subject; to bring to the attention of appropriate people INSET needs and opportunities
- 1.3 To ensure a purposeful and happy working environment for students by good lesson management, giving due regard to published curriculum and Schemes of Work, by use of suitable resources and a variety of appropriate methods and by the delivery of stimulating lessons (this will necessitate good lesson preparation, appropriate setting of study and careful correction of work giving due attention to the different educational needs of the individual students; careful attention must obviously be given to any Health & Safety issues that might arise)
- 1.4 To communicate clearly to students the requirements of the examination syllabus including coursework requirements (this will necessitate a thorough knowledge of the published syllabus, and careful attention to detail, on the part of the teacher)
- 1.5 To challenge, guide and advise students as appropriate
- 1.6 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, normally 3 times a year, and orally at Parents' Meetings, normally once a year)
- 1.7 To work closely with other teachers to evaluate and develop the courses offered to students and the teaching strategies used, and to contribute to other aspects of the general on-going development of the department (this will include taking responsibility for aspects of the department Development Plan)
- 1.8 To carry out any specific tasks mutually agreed within the department
- 1.9 To initiate and support cross-curricular links as appropriate
- 1.10 To take proper care of any school or department resources including the areas of the school used by the particular teacher; to create a stimulating and pleasing teaching environment
- 1.11 To contribute to departmental displays
- 1.12 To co-operate fully, as appropriate, in parental contact
- 1.13 To be fully aware of, and observe the school's Health & Safety Policy

2. Within the School

- 2.1 To liaise and work with tutors, HoYs, HMs and deputies, as appropriate
- 2.2 To ensure that work within the department is fully integrated with whole-school policies
- 2.3 To contribute to discussion concerning whole-school issues
- 2.4 To act as a tutor if required - working within a year and house team
- 2.5 To contribute on at least a weekly basis to the extra-curricular programme or as otherwise arranged
- 2.6 To take a share in rotas for:
 - 2.6.1 lesson cover (absent colleagues)
 - 2.6.2 study period cover
 - 2.6.3 evening study
 - 2.6.4 weekend activities (currently one per term)

- 2.6 To attend full school assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or house team)
- 2.7 To attend school functions as arranged across the staff as a whole or within particular departments
- 2.8 To participate in the school's Performance Management scheme
- 2.9 To assist where possible, in promoting the school

3. *Outside School*

Whilst students are 'in the care of the school', teachers who accompany them beyond the school campus are expected:

- 3.1 To take proper care of them according to the circumstances
- 3.2 To familiarise themselves with the standards of behaviour and dress expected from the students
- 3.3 To be familiar with the School Trips Policy and to ensure that the safety and welfare of students is paramount

4. *Basic Competencies*

It is expected that all teachers will achieve the following minimum standards:

- 4.1 To set regular, weekly study
- 4.2 To mark students' work to approved standards regularly and promptly
- 4.3 To adhere to the school's Assessment Policy
- 4.4 To monitor of students' progress regularly
- 4.5 To write full and accurate reports
- 4.6 To meet deadlines e.g. report deadlines, examination invigilation
- 4.7 To begin and end lessons on time and not leave classes unattended
- 4.8 To meet cover requirements
- 4.9 To demonstrate the confident use of ICT to enhance their teaching

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. All staff are expected to uphold, support and realise the Catholic ethos of the school, as outlined in the Mission Statement and Aim 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, 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	University graduate with an ability to teach Chemistry at A Level	Ability to teach a second subject Qualified Teacher Status
Experience	Experienced or newly qualified teacher, or recent graduate wishing to begin teacher training	Experience of independent and/or boarding and/or Catholic education Experience marking or moderating for public examination boards
Skills and Aptitudes	Excellent communication, IT, organisational and management skills	Be able to teach Games, or a second subject <i>Candidates who are able to teach a second subject or offer help with coaching a sports team should state this in their application.</i>
Disposition and personal qualities	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Initiative, drive and enthusiasm to develop students' interest in the subject</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 £48,819pa (fte at September 2019 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.

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.

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.

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 requirements 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.

Early applications are encouraged.

Closing Date for applications is: Midday, 20 June 2019

Interview Date: Thursday 27 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.

