

Founded 1642



New Hall School

The Best Start in Life



Appointment of Head of Year

From September 2019 or January 2020

newhallschool.co.uk

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 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 Nursery & 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).



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Working at New Hall School

As an employee at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work. As a boarding school, we are 'home' to many students and staff and, as such, there are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment that is set in beautiful surroundings; staff value working in a caring community and enjoy many exceptional benefits.

Hours

The normal working hours for a Head of Year are 8.00am-6.00pm, Monday-Thursday and 8.00am-5.00pm, Friday, in term time.

Given the seniority of the position, you will be expected to work the hours necessary to fulfil the responsibilities of the post and hours of work may vary from those stated above.

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

The HoY is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission Statement and Aims of the School. S/he co-ordinates the spiritual, academic, social and personal development of each student and seeks to ensure that each student achieves his/her potential.

The HoY has overall responsibility for the well-being of all students within the relevant year group/s. The following HoY posts form the key pastoral team:

Head of Middle School, Girls' Division (Years 7-8)

Head of Upper School, Girls' Division (Years 9-11)

Head of Middle School, Boys' Division (Years 7-8)

Head of Upper School, Boys' Division (Years 9-11)

Head of Year 12

Head of Year 13

The Heads of Middle School and Upper School report to the Head of Girls' & Boys' Division.

The Heads of Year 12 and 13 report to the Head of Sixth Form.

Key responsibilities:

1. Spiritual

- 1.1 To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies
- 1.2 To promote Gospel values of trust and respect, in accordance with the Mission & Ethos Statement
- 1.3 To ensure Tutors lead or facilitate daily prayer, when not in assembly
- 1.4 To get to know the Catholic scholars within the relevant year group and to ensure they are making a meaningful and keen contribution to the Catholic life of the School e.g. chaplaincy, liturgy and collective worship.

2. Academic & Pastoral

- 2.1 To monitor all academic matters related to the year group; to liaise with parents, as appropriate
- 2.2 To maintain a visible presence during the school day, in classrooms and communal areas as required
- 2.3 To be readily available and visible during the lunch break to meet with students
- 2.4 To lead the relevant academic options process in conjunction with the Head of Girls' & Boys' Divisions and Head of Sixth Form
- 2.5 To produce and circulate a list of students for whom there are current concerns on a weekly basis
- 2.6 To attend HoY meetings
- 2.7 To chair tutors' meetings
- 2.8 To liaise with tutors, Learning Development staff and boarding staff (in the case of boarders)
- 2.9 To liaise with the Head of Girls' & Boys' Divisions, to formulate and deliver the PSHEE programme, organising visiting speakers
- 2.10 To liaise with Vice Principal (Curriculum, Growth & Innovation) regarding year group timetables; to handle any queries; to formulate the Study Timetable (in conjunction with HoDs) for the year group/s

- 2.11 To inform HoDs of the academic abilities of new entrants to the year group/s (data from the Director of Admissions, Communications & Development) and to oversee the grouping arrangements
- 2.12 To plan and manage trips for the year group/s
- 2.13 To oversee the arrangements for the year group/s internal/external examinations, in conjunction with the Examinations Manager, as required
- 2.14 To liaise with Vice Principal (Curriculum, Growth & Innovation), tutors and HoDs, to identify those students who are underachieving, and to put in place strategies to improve their performance
- 2.15 To contribute to curriculum development by keeping abreast of any new developments
- 2.16 To ensure the smooth transition of the year group/ to the next stage of their education, e.g. by assisting with the subject options process
- 2.17 To advise the Head of Girls' & Boys' Divisions and Head of Sixth Form of suitability of students to continue with their education at New Hall or regarding Higher/Further education
- 2.18 To help organise any relevant promotional events for New Hall or regarding careers/educational options for the future, as required
- 2.19 To liaise with the Careers Co-ordinator with regards to careers provision, as required
- 2.20 To attend special events, e.g. concerts, drama performances, involving individuals or groups of students in the particular year group/s

3. Social

- 3.1 To establish a community spirit within the year group/s
- 3.2 To encourage the development of friendships
- 3.3 To implement effective anti-bullying procedures
- 3.4 To integrate boarders and day students, through social events and other activities
- 3.5 To nurture an atmosphere where students feel free to approach staff for help and to talk through any issues
- 3.6 To organise at least one social event for the year group/s each year

4. Discipline

- 4.1 To ensure all the students in the year group/s are familiar with the Code of Conduct and general expectations of behaviour; to encourage high standards of behaviour in relationships with other students and with members of staff
- 4.2 To work with tutors to ensure that students understand the necessity for school rules to enable the community to work effectively
- 4.3 To oversee matters of day-to-day discipline and to deal effectively with those who fail to meet the school's expected standards of behaviour
- 4.4 To monitor correct uniform and ensure students take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School

5. Administration & Financial

- 5.1 To be present in School from 8.00am-6.00pm, Monday-Thursday and 8.00am-5.00pm, Friday, in term time, in particular making good use of the time before and after school lessons to support students, and to liaise with parents, as set out in these HoY responsibilities
- 5.2 To assist with the supervision of HOY, Yellow Card & Red Card detentions
- 5.3 To monitor attendance and punctuality data and proactively act on any irregular patterns that develop
- 5.4 To liaise with parents regarding unnotified absence and with the Head of Girls' & Boys' Divisions and Head of Sixth Form regarding unauthorised absence

- 5.6 To write reports and maintain accurate records
- 5.7 To write references for students
- 5.8 To organise staff duties for the year group/s, as required
- 5.9 To induct new staff with regard to tutor activities
- 5.10 To organise year group meetings
- 5.11 To manage the budget allocated to the year group/s as required and liaise with other Heads of Year in the effective running of shared PSHEE and year group budgets
- 5.12 To contribute to the Performance Management process for Tutors

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 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
Education	At least three A Levels, completed and passed, or their equivalent	University graduate
Experience	Experience of working within a senior school setting	Experience of a boarding school environment 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	<p>An understanding of the distinctive nature of Catholic education and support for the school's ethos.</p> <p>An 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>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p>	

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.

The salary range for a teaching Head of Year is currently between £36,252-£53,542 pa (NHE 11 – 17) depending on qualifications and experience. The salary range for a non-teaching Head of Year is currently between £28,271-£45,562 pa (NHE 8 – 14) depending on qualifications and experience.

There are also generous benefits detailed below.

Pension

Teaching staff are able to join the national Teachers' Pension Scheme (TPS).

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 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.

Laptops

Teaching staff receive a New Hall laptop and/or iPad.

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.

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. The provision is as follows: if your child is aged 4-18 and joins New Hall School, there is a reduction of two thirds of the day fees. Please note that there is no staff fee remission for New Hall Nursery/Pre-Reception (ages 1-3). 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.

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.

