

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of **Class Teacher** From September 2019

**[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'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 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 Preparatory Divisions

In the New Hall Preparatory Divisions, we know that children excel academically when they are inspired to learn. Our curriculum is delivered through a range of exciting and engaging topics and built upon a progressive ladder of skills. We pride ourselves on teaching lessons that enable all pupils in our care to achieve their full academic potential.

At all ages, our curriculum is enriched by specialist subject teachers. The expert knowledge of our teachers and their passion for their subjects enhance greatly the children's learning experience.

Small class sizes of around 20, differentiated lessons and sets in English and Mathematics for our older pupils, ensure a tailored learning experience in which all pupils are appropriately challenged and make exceptional progress. This is demonstrated by our high Foundation Stage and SATs results, which are consistently above government expectations for the respective age ranges.

Learning takes place across our stunning campus, stimulating pupils' natural desire to explore and investigate. On a tour of the School, one would witness pupils benefiting from the calm and spirituality of the St Francis Chapel, utilising sporting facilities such as the Swimming Pool and Tennis Courts, expressing themselves in the Walkfares Performing Arts Centre, and taking in the environmental surroundings on a nature trail.

A stimulating curriculum provides opportunities to contextualise knowledge, to practise skills and to broaden understanding. Pupils find their 'voice' in the school, using the School Councillor representative for their class as a channel of communication. Our pupils become outward-looking, developing an appreciation of how they can contribute to their community and to society in general. Regular fundraising events and opportunities for charitable work give our pupils a sense of service to others.

The well-being of every pupil in the Preparatory Divisions is of paramount importance, and our close-knit team works together to ensure all are welcomed, happy and safe in our community. The leadership team, teaching staff, resident Chaplain and Chaplaincy Team, catering and domestic teams, administration staff, midday supervisors, After School Care team, welfare assistants and pupil support manager all carry out their responsibilities towards pupil wellbeing with professionalism, enthusiasm and warmth.

A day in the Preparatory Divisions is a day filled with moments of laughter and reflection, awe and wonder. We aim to provide the 'best start in life'. For us, that means facilitating the transformation into independent thinkers who wake in the morning keen to see their friends and begin learning, and who on the way home are eager to answer the question, "What did you learn at school today?"

## 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. Pupils 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 pupils through the tutor system.

New Hall is a busy, fast-paced environment. Staff benefit from the long school holidays, polite and enthusiastic pupils, 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

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

Key responsibilities:

## 1. *Purpose of Job*

- 1.1 To work in partnership with the Principal to support learning in line with the School's Mission Statement, the National Curriculum, codes of practice and School policies and procedures
- 1.2 To take responsibility for the education and welfare of designated groups of children, having due regard for the requirements of the School's Mission & Ethos Statement, the National Curriculum, codes of practice and School policies and procedures
- 1.3 To be supportive of the Catholic ethos of the School and work to fulfil the commitments within the School's Mission & Ethos Statement

## 2. *Duties and Responsibilities*

- 2.1 To plan work for their designated groups in accordance with School and Diocesan policies and in co-operation with the Head of Division and Subject Leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum
- 2.2 To teach the curriculum as required by the School, motivating pupils with enthusiastic and imaginative presentation
- 2.3 To ensure children's work is marked or reviewed regularly, giving constructive feedback and sharing next-step targets
- 2.4 To ensure a close match between the learning experiences offered and the individual needs of the children in the class(s), so as to give each child an opportunity to achieve to the maximum of their capability
- 2.5 To support the identification of, and make appropriate educational provision for children with Special Educational Needs, those who have English as an Additional Language, those who are Most Able and Talented and those with any other individual needs, with support from the Subject Leaders, Teacher of Learning Development and outside agencies.
- 2.6 To take full account of up-to-date educational theory and practice with particular regard to Assessment for Learning and the use of Formative Assessment in line with the School's Learning and Teaching policy
- 2.7 To create a secure, happy and stimulating learning environment, maintaining the highest standards of organisation and discipline
- 2.8 To ensure that the majority of the children's work is closely linked to first-hand practical experience
- 2.9 To provide children with opportunities to manage their own learning and become independent learners
- 2.10 To foster each child's self-image and esteem and establish relationships which are based on mutual respect
- 2.11 To maintain a high standard of display in relevant areas of the School
- 2.12 To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become responsible for their own learning

- 2.13 To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work
- 2.14 To assess children's progress, maintain records and provide written reports to parents in accordance with School policies
- 2.15 To use assessment data to identify strengths and weaknesses and set challenging targets that will raise achievement
- 2.16 To communicate and consult with parents and with outside agencies, as necessary, about children's progress and attainment
- 2.17 To ensure that the School's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in classroom organisation and practice
- 2.18 To liaise with support staff who are school-based, from the LEA and from other external bodies as required
- 2.19 To take responsibility for the management of other adults in the classroom
- 2.20 To take up the opportunity for Continuous Professional Development through self-directed reading, courses and in-service training
- 2.21 To undertake any other reasonable and relevant duties in accordance with the changing needs of the School
- 2.22 To attend and lead assemblies and collective worship
- 2.23 To attend staff meetings and school functions as appropriate, including events and activities that may run during the evening or at the weekend
- 2.24 To contribute to the delivery of the co-curricular programme

Teachers are expected to: be in school from 8:00am to 4:30pm each day; run at least one co-curricular club; and attend meetings after these hours as required.

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 & Ethos Statement 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 professional 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 in the primary age range	Ability to coach a sports team
<b>Experience</b>	Experienced or newly qualified teacher	Experience of independent preparatory education
<b>Skills and Aptitudes</b>	<p>Excellent communication, IT, organisational and management skills</p> <p>An appreciation of the need to prepare pupils for Entrance Examinations</p> <p>Excellent, creative classroom practitioner</p>	<p>Be able to contribute to the co-curricular life of the School e.g. through teaching Games</p> <p><i>Candidates who are able to offer help with coaching a sports team should state this in their application, giving details of sports, and any coaching qualifications/willingness to undertaking coaching training.</i></p>
<b>Disposition and personal qualities</b>	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>A willingness to participate enthusiastically in aspects of boarding school life</p> <p>Common sense and initiative</p> <p>An ability to relate effectively to pupils</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 2 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 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: 21 January 2019**

**Interview Date: Monday 28 January 2019 or Friday 1 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.

