

Founded 1642



**New Hall School**  
The Best Start in Life



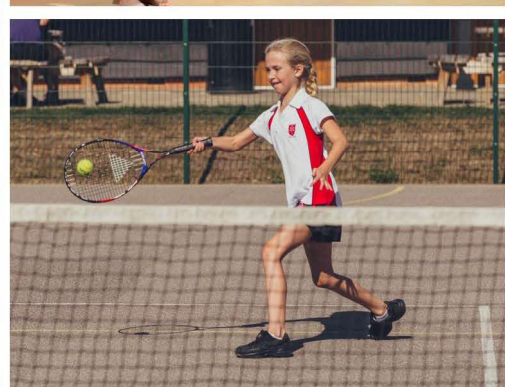
Appointment of  
**Head of Preparatory Division**  
(Years 3-6)  
From September 2021 or earlier

**[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









# Executive Summary



*Mrs Jeffrey with pupils from the Preparatory Divisions*

*One of the country's pre-eminent Catholic independent schools, New Hall blends a rich heritage and valued traditions with an innovative, forward-looking 'diamond model' approach to education for 1,500 boarding and day students aged 1 to 18.*

This is an exceptional professional opportunity to enjoy a leading role, working closely with the Principal and other Heads of Division (HoDiv), in one of the largest and most successful independent schools nationally. The post will suit a candidate looking for a varied and interesting role, with plenty of opportunities to work strategically with staff and Governors and to gain experience leading change and school development.

New Hall operates a distinctive and innovative 'diamond model' structure (providing a mix of single-sex and co-educational teaching), together with a combination of provision for day students and a community of around 250 boarders. SATs, GCSE and A Level results are excellent.

The successful candidate will have a strong academic track record of teaching at Foundation Stage/Key Stage 1 and have the ability to inspire, engage and motivate pupils and staff. S/he will have demonstrable achievement in team leadership at senior/middle management level. This is not a residential post.





# An Introduction to New Hall School



*This painting is by Liam Merrigan (New Hall 2008-13), who achieved A\* in A Level Art and is studying Architecture at UCL*

New Hall School is a leading HMC boarding & day school for girls & boys aged 1-18. New Hall was awarded the TES 'Overall Independent School of the Year' for 2016-17. Founded in 1642, New Hall is one of the oldest Catholic schools and is 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 2025.

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 & 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 in the SDP in recent years include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; the New Hall Farm; a second floodlit all-weather hockey pitch; a floodlit 3G pitch; PE changing rooms; 12 golf nets and launch monitor; recreational and hospitality facilities, including the Denford Bar & Lounge for Sixth Form students and staff; additional staff accommodation; newly refurbished staff rooms; and expansion of the Preparatory Divisions to 3-form entry.

Students aged 8-18 may 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.





# Catholic Education

## 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.





# Catholic Education

DIOCESE OF BRENTWOOD



Over the years, Catholic schools have made a significant contribution not just to the life of the Catholic Church, but also to the life of the nation as a whole. Catholic schools are places of great ethnic richness, they are characterised by tolerance, respect, a genuine spirit of enquiry and the search for truth. The education and formation that takes place in our Catholic schools is part of our contribution to the *Common Good* of society as a whole. Perhaps for these reasons and for the way children are cared for and valued, so many parents choose to send their children to a Catholic school.

Education is one of the most powerful weapons in combating poverty and in helping children to reach their full potential as human beings. So Catholic education is part of the Church's effort to realise Christ's desire for us all that we might "*have life, and have it to the full.*" (John 10:9). This is achieved not just in the teaching of RE, but by a whole system of gospel-based values encompassing the way everyone relates to each other in all that we do and in extracurricular activities, in other words by the whole Catholic ethos of the school. Here we find a genuine means of exposing young people to the Gospel of Jesus Christ, and of helping them to respond to Christ's invitation to "follow me".

I am particularly grateful for those who participate in Catholic education and who craft this great treasure. Parents who choose a Catholic school and often go the extra mile to contribute to its life and help in practical ways with the running of a school. Over the years our forefathers fought hard to establish and maintain Catholic Education in these lands. Now it is our turn to work together to ensure that Catholic Education is maintained, supported and enabled to grow and develop for the future generations of children across the Diocese of Brentwood.

Rt Rev Alan Williams, sm  
Bishop of Brentwood



# Catholic Education

DIOCESE OF BRENTWOOD



I am delighted to be able to encourage you to apply to your local Catholic independent school – New Hall School, Chelmsford. Our Catholic schools foster values of honesty, respect and tolerance and encourage an atmosphere of high expectation conducive to hard work. At the same time, our schools are places where you will see Christ at the centre of the enterprise with a Catholic ethos that is palpable. Our teachers and support staff strive to enable all pupils to fulfil their potential, explore their individual talents and learn to appreciate, nurture and protect the world in which we live.

Learning opportunities are challenging and stimulating, both within the classroom and through a wide range of activities out of it. Each child is supported to grow in confidence and develop attitudes and skills to enable them to make a significant contribution to wider society. The education of the whole child is a fundamental principle that underpins the approach taken in our Catholic schools.

Making the decision about which school a parent sends their child to is an extremely important one and as a teacher I hope the information that you have received enables you to make an informed choice that is right for you. I encourage you to visit your local Catholic school when you have the opportunity to do so, in order to feel the sense of warmth, commitment and excellence provided to our young people.

Our Catholic schools look forward to working with parents as they are the child's first, best and most important educator. Schools recognise that developing this partnership with parents is crucial because with mutual understanding and shared responsibility towards achieving the best educational outcomes for children we are more likely to succeed.

Robert Simpson  
Director of Education, Diocese of Brentwood





# What Our 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"*





# Governance, Leadership and Management Overview

## Overview of the Head of Preparatory Division role and the School structure

The Head of Preparatory Division has a special role in the realisation of the Mission & Ethos Statement and in particular in the promotion of the values of trust, care and respect in the context of a Catholic school. The five Divisional Head posts at New Hall are not reserved posts for practising Catholics (as are the Principal & Deputy Principal roles and some other roles at New Hall) but, due to the nature of the responsibilities, these staff are expected to have knowledge and understanding of the teachings of the Catholic Church, as well as a sound, up-to-date knowledge and understanding of matters relating specifically to Catholic education, liturgy and Diocesan requirements for Catholic schools. It is essential that the Heads of Division are able to give effective leadership in spiritual and faith development since they share responsibility for nurturing and developing the distinctive Catholic life of the School.

New Hall School is a single School, led by the Principal. The Nursery, Pre-Prep Division, Preparatory Division, Girls' & Boys' Divisions and Sixth Form Division are all under management of the Principal of New Hall School and have the same Governing Body.

The Head of Preparatory Division is a member of the School Leadership & Management Team (SLMT) and works with the team to ensure the success of New Hall School as a 1-18 Diamond Model School. The Head of Preparatory Division role is within the SLMT; it is not an autonomous role leading a separate School. The Head of Preparatory Division attends meetings of the SLT & SMT.

The Head of Preparatory Division leads the educational provision for children aged 7-11 and is responsible for maintaining and raising academic standards. S/he line manages staff within the Preparatory Division and may delegate some line management of these staff, as appropriate.

The Head of Preparatory Division reports to the Principal. S/he is directly responsible to the Principal for the effective leadership and management of the Years 3-6, for the quality of teaching, curriculum standards, the overall welfare of the pupils and staff, and the effective management of budgets and resources.

The Head of Preparatory Division is accountable to the Governing Body for the implementation of the Health & Safety Policy within the Division and for discharging the Governors' overall duty as an employer. As a member of SLMT, s/he shares responsibility for whole School Health & Safety matters. S/he will attend meetings of the School's Health & Safety Committee.

Governors determine the attendance of staff members at their meetings and this is reviewed from time to time. The Head of Preparatory Division attends meetings of the Education & Staffing Committee of Governors and the Nominations Committee of Governors.





# Staff Photo Boards

## Senior Leadership & Management Team (SLMT)



**Mr James Alderson**  
Head of Sixth Form  
DSL, Sixth Form



**Mr Paul Bray**  
Director of Studies



**Mrs Lynne Baines**  
Nursery Manager



**Mrs Debbie Came**  
Head of Finance



**Mr Andrew Fardell**  
Deputy Principal



**Dr Stephanie Foster**  
Director of Learning &  
Teaching, Head of  
English



**Mrs Lesley Haddow**  
Head of Human Resources



**Mr Stuart Hall**  
Estate Manager  
Health & Safety  
Officer



**Mrs Alison Hilder**  
Director of Learning &  
Teaching



**Mrs Katherine Jeffrey**  
Principal



**Mrs Suzanne Minnis**  
Head of Girls' & Boys'  
Division DSL



**Mrs Elizabeth  
Murphy**  
Executive Assistant,  
Clerk to Governors &  
Company Secretary



**Mr Julius Sidwell**  
Vice Principal DSL,  
Boarding



**Miss Rachel Tagoe**  
Head of Pre-Prep  
Division  
(designate)



**Dr Paul Tiffen**  
Vice Principal



**Mr Simon Trowell**  
Head of Preparatory  
Divisions



**Miss Maria Webb**  
Head of Theology





# Staff Photo Boards

## Chaplaincy Team



**Mr Tomiwa Agbongbon**  
Learning Support & Cover  
Assistant and Boarding  
Tutor



**Mr Matthew Benson**  
Teacher of Theology and  
Boarding Tutor



**Mr Paul Bray**  
Director of Studies



**Mr Andrew Fardell**  
Deputy Principal



**Fr Martin Hardy**  
Resident Priest Chaplain



**Mrs Katherine Jeffrey**  
Principal



**Miss Rebecca Jeffrey**  
Chaplaincy & Boarding  
Assistant



**Mrs Jacqui McGlynn**  
Head of Middle School  
(Girls), Lay Chaplain &  
Sacristan



**Mrs Bendicte Robinson**  
SENDCo, Subject Leader  
for RE and Assistant Lay  
Chaplain (Preparatory  
Divisions)



**Miss Maria Webb**  
Head of Theology



# Person Specification

This post would suit a candidate with experience of and commitment to Catholic independent education, who wishes to develop leadership and management skills, in this dynamic and forward-thinking school. Applications from practising Catholics are encouraged.

|                               | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Catholic Ethos</b>         | <ul style="list-style-type: none"><li>• To have a clear understanding of and a commitment to the aims of a Catholic independent boarding &amp; day school and be committed to the values and ethos at the heart of New Hall School, for example, as expressed in the Mission &amp; Ethos Statement of the School, and to be able to articulate this effectively to the student, staff and parent body</li><li>• To be able to give leadership in the spiritual and prayer life of the School and in moral and faith development</li><li>• To care about the School's charitable work and public benefit and to help nurture the spirit of service to others</li><li>• To have completed, or be willing to undertake, relevant course/s or qualifications in RE/Theology e.g. Diocesan INSET, CCRS, MA in Catholic School Leadership</li></ul>             |
| <b>Education and Training</b> | <ul style="list-style-type: none"><li>• To be a well-qualified university graduate and qualified teacher</li><li>• To have experience and understanding of safeguarding issues (training to Level 3 will be provided, as required)</li><li>• To have experience and understanding of health &amp; safety issues (training will be provided, as required)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Experience</b>             | <ul style="list-style-type: none"><li>• To be an inspirational teacher, with an excellent track record of teaching</li><li>• To have successful leadership and management experience at middle or senior management level in an independent school</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Skills and Aptitudes</b>   | <ul style="list-style-type: none"><li>• To have excellent communication skills, including a high standard of spoken and written English</li><li>• To be confident and skilled in public speaking and giving assemblies and presentations</li><li>• To have strong organisational skills and the ability to prioritise effectively</li><li>• To have excellent IT skills and enthusiasm for using digital technologies to enhance learning and teaching</li><li>• To be able to analyse data</li><li>• To have financial acumen</li><li>• To have mental agility and problem-solving skills</li><li>• To have vision and an ability to think strategically about school improvement</li><li>• To be able to resolve conflicts/complaints effectively</li><li>• To be confident with parents and keen to foster strong relationships and networks</li></ul> |





# Person Specification

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Disposition and personal qualities</b> | <ul style="list-style-type: none"><li>• To understand the importance of promoting and safeguarding the welfare of children</li><li>• To have integrity and to give clear and consistent witness to the values embedded in the School's Catholic ethos</li><li>• To be able to relate well to pupils (particularly aged 7-11) and to take a real interest in their personal development</li><li>• To have a clear, exciting vision for prep education</li><li>• To have a kind and calm disposition</li><li>• To have a firm and fair approach to behaviour management</li><li>• To be an effective and visible presence around school, both in the School day and in the wider boarding School life, leading by example</li><li>• To have a good-humoured approach to teamwork</li><li>• To be able to think independently and express views confidently and constructively</li><li>• To demonstrate decisiveness and initiative</li><li>• To be flexible and able to adjust to change and development</li><li>• To have the ability to resolve conflict situations and problems effectively and calmly and to learn from mistakes</li><li>• To have the ability to motivate others</li><li>• To be able to support and promote junior boarding from age 8</li></ul> |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



# Role Description

The Head of the Preparatory Division should promote the Division as an integral part of the School, coordinating, leading and supporting innovative and collaborative opportunities that allow pupils to be aspirational and learn from role models in the other Divisions.

The Head of the Preparatory Division will communicate effectively with parents in order to emphasise the importance of strong home/School partnerships in supporting pupils' personal and academic development.

The Head of the Preparatory Division has a leading role in promoting outdoor learning, ensuring that pupils' creativity, independence and confidence are nurtured through a carefully considered curriculum that makes full use of the School's grounds.

## **Key responsibilities:**

### **1. To promote the Catholic life of the School and provide outstanding Religious Education**

- 1.1 To give leadership in spiritual and faith development and to be responsible for nurturing and developing the distinctive Catholic life of the School
- 1.2 To build on the long traditions of the School and the spirituality of the founding Religious Community, and to develop the School successfully to meet the needs of the age
- 1.3 To support and create opportunities for spiritual growth and development: prayer, reflection and collective worship
- 1.4 To lead at least one weekly assembly, to include collective worship, and to provide opportunities within Years 3-6 for others to contribute such as: the Principal, the Chaplain, the Lay Chaplain (Prep), Chaplaincy Prefects, the School's founding Religious Community and external speakers from Catholic organisations
- 1.5 To keep informed of the issues relating to Catholic education and Diocesan educational matters, and to attend relevant courses, as requested, in relation to leadership in a Catholic School context
- 1.6 To provide training/INSET as required to enable staff to understand, support and enhance the distinctive Catholic ethos of the School
- 1.7 To have overall responsibility for the pastoral care of all pupils in Years 3-6, liaising with the Head of Pre-Prep Division staff as appropriate

### **2. To be an outstanding and caring educator of all students**

#### ***Academic***

- 2.1 To be an exemplary teacher, with an excellent track record in Preparatory Division, who is able to role model outstanding teaching, particularly in core academic areas of the curriculum
- 2.2 To establish overall priorities with regard to resources for the relevant Division, to support and optimal curriculum and attainment, bringing recommendations to SLT regarding proposals for the School Development Plan (SDP)
- 2.3 To Ensure effective preparation for SATS and 11+ entrance assessments and high levels of attainment in all external assessments
- 2.4 To organise and lead staff meetings and the INSET programme for the Years 3-6
- 2.5 Together with the Vice Principal (Curriculum), to monitor, raise and evaluate academic standards
- 2.6 To ensure high quality schemes of work and development plans are in place and adhered to
- 2.7 To incorporate, implement and support Pupil Progress Meetings to ensure all pupils are achieving to their best ability, both academically and pastorally
- 2.8 Together with the Vice Principal (Curriculum), to manage and implement the process for reporting to parents
- 2.9 To prepare pupils well for successful progression to New Hall Senior Division
- 2.10 Together with the Vice Principal (Curriculum) to measure pupil progress against baseline data and to ensure that appropriate interventions are put in place





# Role Description

- 2.11 To work with the Vice Principal (Curriculum) to create the optimal timetable for the Preparatory Division
- 2.12 To ensure that the Class Teachers & the Head of Learning Development (Prep) are identifying those students who are underachieving or have SEND, and to put in place strategies to support and improve their performance
- 2.13 Together with the Vice Principal (Curriculum) and Director of Studies, to measure student progress against baseline data and to ensure that appropriate interventions (including MAT and SEND) are put in place
- 2.14 Working alongside the Head of Pre-Prep Division, to take a lead role with ISI Inspections of New Hall School, both beforehand and during the inspection itself
- 2.15 To review compliance regularly and ensure policies are up to date
- 2.16 To contribute to Governor Reports as required
- 2.17 To assist the Vice Principal (Curriculum) with the monitoring of standards of teaching and learning, in order to ensure the highest quality of provision and learning for all pupils

## *Pastoral Care*

- 2.18 To have overall responsibility for the pastoral care of all students in the relevant Division
- 2.19 To be a Designated Safeguarding Lead for the relevant Division
- 2.20 To be a trained Mental Health First Aider, promoting awareness and support of mental health in young people
- 2.21 To undertake a regular observation programme to monitor student behaviour in different lessons
- 2.22 To be a highly visible presence around School, particularly in the mornings, at break and lunch times and after school, overseeing student behaviour and being approachable for students
- 2.23 To have high expectations of pupil conduct, together with authority, consistency and a proactive approach, in order to influence student behaviour and ensure students are noted for their courtesy, respect and kindness
- 2.24 To take a leading role in ensuring that the student Code of Conduct & Behavioural Policy is followed at all times

## *Boarding*

- 2.25 To support the Vice Principal (Boarding) with the promotion of boarding from age 8 years

### **3. To recruit, support and develop outstanding staff**

- 3.1 To be an outstanding team leader for the Preparatory Division staff, leading by example and motivating others to provide the best possible quality of education
- 3.2 To lead the performance management programme for teaching staff, including the implementation of lesson observations
- 3.3 To provide the resources and opportunities required by staff to fulfil the Aims of the School and to service the curriculum, within budget and in a cost-effective and efficient way
- 3.4 To make recommendations to the Principal about staffing needs
- 3.5 Together with the Principal, to recruit Division staff as required
- 3.6 To liaise with the Principal and Head of HR to help ensure high standards of staff performance and conduct, in line with employment policies and procedures
- 3.7 To monitor the Performance Management scheme to ensure high professional standards and to ensure any issues of under-performance are managed and resolved effectively
- 3.8 To Chair, or be a member of, staff disciplinary, grievance or capability hearings or appeals as required
- 3.9 To make recommendations to the Principal and the relevant committee regarding performance related pay increases for staff in the Division
- 3.10 To support the induction of new Division staff



# Role Description

## **4. To provide outstanding learning opportunities through the co-curriculum**

- 4.1 To be responsible for co-ordinating New Hall's co-curricular programme for the relevant Division, which involves a special focus on dance, drama, music and sport, and ensuring it is timetabled effectively and is supported by staff
- 4.2 To liaise with appropriate SLT members (e.g. other Heads of Divisions/Deputy Principal) to enable production of the termly Co-Curricular Activities programme
- 4.3 To provide and manage an appropriate range of co-curricular activities to enhance the curriculum
- 4.4 To guide and encourage students to explore the breadth of co-curricular opportunities available to them
- 4.5 To encourage and consolidate the use of the Learning Habits in the Co-Curriculum
- 4.6 To act as the Educational Visits Co-ordinator for the relevant Division, ensuring a range of educational visits to add depth and context to students' learning
- 4.7 To ensure that sports fixtures are planned to minimise clashes and disruption to day-to-day School life and to optimise use of facilities
- 4.8 To promote and co-ordinate the New Hall Personal Development Award Scheme for the relevant Division, setting and delivering targets for achievement at each level
- 4.9 To co-ordinate the After School staff rota for co-curricular activities, after School study and other after School duties
- 4.10 To monitor the EVOLVE online trip management system, including carrying out initial authorisation of EVOLVE form documentation
- 4.11 To maintain a provisional schedule of future residential visits, to be published to parents annually
- 4.12 To attend the sports tournaments and camps for the relevant Division, as required

## **5. To promote New Hall's reputation as a distinctive School of choice**

- 5.1 To communicate effectively with prospective and current parents and to promote good relationships with parents (ensuring that notes/ minutes are taken of discussions, action points are disseminated, and follow-up letters are sent)
- 5.2 To strengthen the School's reputation and profile as a leading School of its type e.g. by presentations at marketing & recruitment events
- 5.3 To take the leading role in the quality and content of handbooks for the Division ensuring that they are attractive and relevant and that they promote the courses and facilities for the Division to students and parents
- 5.4 To arrange parent information evenings and open morning events
- 5.5 To foster relationships with current schools and to assist in the organisation of events at New Hall that raise the profile of the School for prospective students
- 5.6 To be present at 'Meet the Leadership Team' sessions/parent Open Mornings and to interview prospective parents and students, as required
- 5.7 To ensure a smooth transition for students joining the Division
- 5.8 To contribute to the marketing programme in order to promote New Hall and assist recruitment into the Division
- 5.9 To foster and maintain links with appropriate national and regional groups and bodies
- 5.10 To work with SLMT, taking a leading role with external inspections, preparing documentation as required

## **6. To share our ethos, grow and innovate**

- 6.1 To promote the School to facilitate a high level of interest for places, leading to full year groups across the School; to communicate to prospective and current families the distinctive academic, pastoral, spiritual and co-curricular strengths of the School, in order to strengthen the ability range of the intake
- 6.2 To support our sponsored primary school, Messing Primary School, by sharing joint INSET, sharing good practice and resources





# Role Description

- 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**
- 7.1 To seek to ensure value for money and planning to provide a secure financial future for the School
  - 7.2 To work with the Principal, Executive Assistant and Registrar to consolidate the School roll
  - 7.3 To manage relevant School budgets, as required
  - 7.4 To attend, as required, meetings of the Premises & Grounds Committee, in respect of the Division facilities
  - 7.5 To attend, as required, meetings of the Health & Safety Committee, in respect of the Division facilities
  - 7.6 To attend, when invited, relevant Governor meetings
  - 7.7 To be responsible, together with the SLMT, for the production of the annual School Development Plan
  - 7.8 To contribute to strategic planning, in particular through attendance at SLMT Strategy Days
  - 7.9 To work closely with members of the SLMT in the development and co-ordination of the use of School facilities
  - 7.10 To establish criteria and processes for assessment in order to evaluate progress in all areas of Division life

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 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 Aims of the School. Job Descriptions are subject to annual review.

New Hall is committed to increasing representation of Black, Asian and Minority Ethnic backgrounds among staff across all roles and at all levels, to reflect our diverse student population. The School's Equal Opportunities Policy is available on the School's website.



# Outcomes of the 2008-2019 School Development Plan

- Expansion from 500 to 1,400 students
- Creation of an innovative and national award-winning 'diamond school' (winner of National School Awards, 2011), with an optimal mix of co-educational and single-sex teaching
- Top school in the county for value added and top performing Catholic co-educational school nationally for A Levels
- Outstanding Headmasters' and Headmistresses' Conference (HMC) inspection and membership granted from 2011
- Investment in first-class facilities
- Successful establishment of 3 boarding houses for boys, to complement the 3 girls' houses
- Outstanding county, regional and national successes in a wide range of sports and co-curricular activities
- Major developments in music, performing arts, London Academy of Music and Dramatic Art (LAMDA) and the creative arts
- Commendation for becoming the first independent school nationally to sponsor a state primary academy
- Substantial investment in bursaries, to widen access to the school

## Accolades for the school

- Winner of the TES Independent School of the Year 2016
- Winner of the TES Financial/Commercial Initiative of the Year 2016
- Shortlisted for TES Independent School Awards 2016 for 3 categories: Governing Body of the Year; Best Senior Leadership Team of the Year and Financial/Commercial Initiative of the Year
- Winner of the Essex Digital Awards 2018: Silver Award Overall and Gold Award for best school/charity website
- Shortlisted for TES School Awards 2015 for Headteacher of the Year
- 3 Pearson Teaching Award nominations and 1 national finalist
- Shortlisted for TES Independent School Awards 2014 for Best Independent-Maintained School Collaboration and Boarding Initiative of the Year
- Winners of a record 4 County Awards: Best Growth; Excellence in Marketing; Community Award; and Essex Business of the Year 2013
- Winner of the TES Independent School Awards 2011 for Outstanding Strategic Initiative
- New Hall received the highest commendations in all its inspections in the last 14 years, including:
  - '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)
  - All standards met in the ISI Material Change inspection (increase to student roll to 1,500 and inclusion of ages 1-3 age range (2019)
  - All standards met in the Ofsted EYFS inspection (2019)
  - All standards met in the ISI Regulatory Compliance Inspection (2019)





# Staff Benefits

## Salary

The salary range for this role is NHL 12-18 (£55,454-£64,281pa).

## School Fee Remission

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. Although there is normally no School fee remission for fixed-term contracts/maternity cover, should employment continue on a permanent basis the School's fee remission policy will apply.

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/ren 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.

## Pension

Teaching staff are able to join the national Teachers' Pension Scheme (TPS). Pension contribution rates are variable, currently between 7.4% per annum and 11.7% per annum, dependent on salary (employee), and 23.68% (employer). New Hall Governors keep membership of TPS under review.

## Staff 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

As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sports Club, with effect from your start date. The staff rate is currently £20pa and £5pa for additional family members. Membership includes Club time use of:

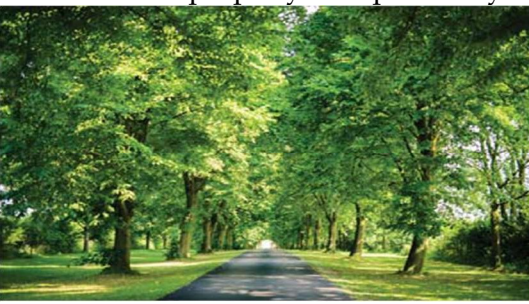
- 25-metre, 6 lane indoor swimming pool
- 10 floodlit tennis/netball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track
- 12 golf practice bays

## Digital Technology

The Head of Preparatory Division will be provided with a laptop, iPad and a mobile telephone.

## Accommodation

This is a non-residential post. However, there may be the possibility of renting a one/two-bedroomed School property for up to two years.





# Staff Benefits

## Professional Development

The Head of Preparatory Division will undertake formal personal development each year in areas agreed with the Principal. These may include: academic and pastoral matters; management; interpersonal skills development; marketing and public relations; technology and legal updates; and presentation skills.

## Healthcare

As Head of Preparatory Division, you will be entitled to membership of the Private Medical Scheme (currently provided by AXA PPP). The School pays the premium for yourself but you are able to add members of your family at your own expense.

## Hours of Work and Holidays

The Head of Preparatory Division is expected to work the hours necessary to fulfil the responsibilities of this senior role. This includes:

- Sharing in the SLMT duty rota to provide cover in School for five full days a week, 8.00am-6.00pm
- Attending School events, including those in the evening and on weekends, according to the SLMT attendance rota

The Head of Preparatory Division will take all School holidays except when asked to be available at certain times, for example:

- for the days around the A Level and GCSE results in August (normally the Wednesday of the A Level results week to the Friday of the GCSE week)
- from time to time, when there may be an SLMT meeting before the start of each term and/or after the end of each term (the SLMT meeting schedule should be checked prior to booking holidays)
- as required on the SLMT cover rota, which covers all holiday periods. *(This does not require being on-site but it is essential to be contactable by telephone and email. The SLMT member/s on call would be expected to resolve an issue or to do so by delegation. The first contact person must always be able to return to New Hall if required e.g. an emergency. The second contact person must be available by telephone and email.)*





# Staff Benefits

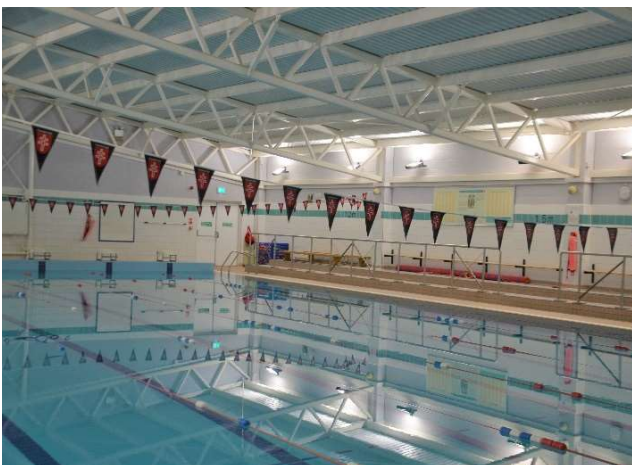
## Staff Facilities



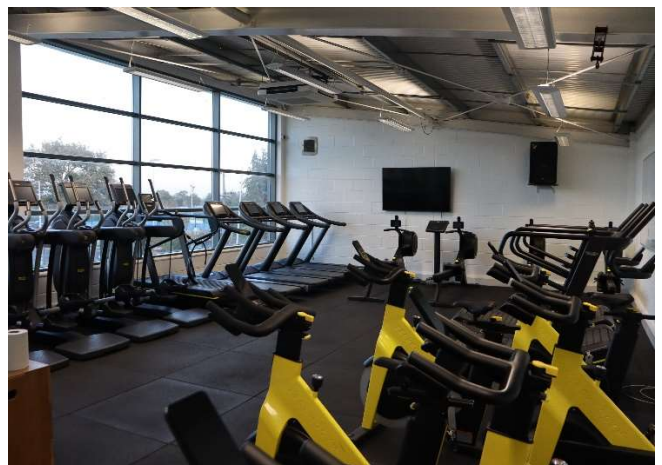
Staff Room



Denford Bar & Lounge (Staff & Sixth Form use)



Swimming Pool



Fitness Suite





# Your Application

The School can only accept applications made on the New Hall Application Form. The completed form, along with a letter of application should be addressed to Mrs Jeffrey and sent to: Lesley Haddow, Head of HR, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.

Tel: 01245 467 588 Email: [HR@newhallschool.co.uk](mailto:HR@newhallschool.co.uk)

**Closing Date for applications is: midday, Monday 30 November 2020**  
**First Round Zoom Interview: on a rolling basis from 3 December 2020**

Early applications are welcome. If you would like to have a conversation with Mrs Jeffrey about the role in advance of applying, you are welcome to request this by email: [k.jeffrey@newhallschool.co.uk](mailto:k.jeffrey@newhallschool.co.uk). Mrs Jeffrey will also be able to provide you with a link to the September 2020 Open Day virtual tour, which lasts approximately 40 minutes.

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).

