

Founded 1642



New Hall School

The Best Start in Life



Appointment of Teaching & Cover Assistant (Year 1 & 2)

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



Founded 1642



New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,250 students
Co-ed Nursery (1-4), Pre-Prep Division (4-7) & Preparatory Division (7-11)
Girls' Division (11-16) • Boys' Division (11-16) • Co-ed Sixth Form (16-18)
The Avenue, Boreham, Chelmsford, CM3 3HS

The Pre-Prep Division requires, as soon as possible, a

Teaching & Cover Assistant

8.00am–5.00pm/6.00pm, term time only

The salary range for this post is £15,442pa-£17,551pa or, for the extended day, £17,373pa-£19,475pa.

The Teaching & Cover Assistant helps to provide in-class support, primarily in Year 1, under the direction of the Class Teacher, to contribute to the monitoring and evaluation of pupils' learning and to assist with supervision.

There will be an opportunity to contribute to the co-curriculum e.g. sport. This post would suit a graduate interested in considering a career in education/teaching. Training will be provided.

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.



Closing Date: 7 July 2020



Excellent benefits & training • superb working environment • London Stratford 20 mins by train

JOB ID: NH0116

For further details & an application form please visit our website: www.newhallschool.co.uk/job-opportunities

Alternatively, please contact a member of the HR Department on 01245 467 588

New Hall is committed to safeguarding pupils. There will be an enhanced DBS check prior to appointment.

New Hall School Trust: Registered Office at New Hall School • Limited Company (05472420) • Registered Charity (1110286) • Registered in England

New Hall School

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 2016-19 SDP include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; New Hall Farm; a second Astroturf, 3G pitch and new PE changing rooms; new recreational and hospitality facilities, and additional staff accommodation. Expansion of the Preparatory Divisions to 3-form entry is currently underway.

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)
- 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)

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).

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

This is a full time post, term time only. Hours are 8.00am-5.00pm, with unpaid one-hour lunch break, Monday to Friday, 1.00-2.00pm. There is an opportunity to work additional hours until 6.00pm, for additional pay. All staff are required to attend relevant INSET (staff training) days.

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 - Teaching & Cover Assistant (Pre-Prep)

All staff 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. *To support the Class Teacher*
 - 1.1 To provide in-class support, primarily in Year 1, in order to help pupils access the curriculum, under the direction of the Class Teacher or specialist teacher
 - 1.2 To contribute to the monitoring and evaluation of the pupils' learning
 - 1.3 To attend to pupils' personal needs, including help with social, welfare and health matters and to foster independence in pupils in their daily routines
 - 1.4 To assist with the creation of an interesting learning environment
 - 1.5 To assist with the preparation, maintenance and control of stocks of materials and resources
 - 1.6 To assist with escorting the pupils around the School site
 - 1.7 To assist with activities such as Forest School
2. *Cover*
 - 2.1 To supervise the class as required, overseeing the work that has been set and explaining to pupils the tasks and exercises required
3. *Pastoral*
 - 3.1 To undertake supervision of pupils before School/ at break time/ at lunch time/ after school, as per the duty rota
 - 3.2 To uphold the expected standards of pupil behaviour and uniform around the School
 - 3.3 To run after-school activities and to help supervise after-school care
 - 3.4 To attend and support educational visits, as required

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.

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.

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.

Person Specification

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	Educated to GCSE, Grade C or above in English and Mathematics Level 3 qualification (e.g. NVQ, A Level)	Graduate or NVQ Level 5
Experience & Training	Willingness to undertake further training and qualifications	Evidence of CPD Training in key curriculum areas such as phonics Training to support children with SEND (e.g. dyslexia) Previous experience as a Teaching Assistant Experience of independent preparatory education
Skills & Aptitudes	Excellent skills in the following areas: <ul style="list-style-type: none"> • communication • organisation • IT Ability to offer a co-curricular club	Candidates who would like to coach a sports team or to contribute to the Dance Department should state this in their application: <ul style="list-style-type: none"> • give details of any coaching qualifications; or • state your areas of interest, if you are willing to undertake training/qualifications
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Initiative Kind and calm disposition Confident around children Firm and fair approach to behaviour management Effective team player Ability to relate effectively to primary aged pupils Ability to motivate others Flexibility to adjust to change and development	

Salary & Benefits

Salary

The salary range for this post is between £15,442pa and £17,551pa, depending on qualifications and experience. This range is between points NHC17-21 on the New Hall Pay Scale C (full time equivalent salary range £19,199pa-£21,821pa). For the extended day, 8.00am-6.00pm, the salary range is £17,373pa and £19,475pa. There are also generous benefits.

Holidays

The Teaching & Cover Assistant will be entitled to take as holiday all published School holidays, as published in the School Calendar, except for any relevant INSET days.

Bank Holidays and Saturdays

The Teaching & Cover Assistant may be required to work on School Open Days which take place on the last Saturday in September and either the first Bank Holiday in May, or the Saturday of the first Bank Holiday weekend. Payment will be made for working on these day subject to submission of an authorised timesheet.

Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. 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.

Technology

The Teaching & Cover Assistant will receive a New Hall laptop.

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
- School Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track

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 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: Tuesday 7 July 2020, midday

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 467 588 should you have any queries.

