

Founded 1642



New Hall School  
The Best Start in Life



Appointment of  
**Early Years' Practitioner**  
(Term Time)

**[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**







## 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.

+ Alan Williams, sm

Rt Rev Alan Williams, sm  
Bishop of Brentwood

## 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.

A handwritten signature in blue ink, which appears to read 'Robert Simpson', is centered below the text.

Robert Simpson  
Director of Education, Diocese of Brentwood

## 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 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.

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 resident Priest Chaplain and lay Chaplaincy staff. 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).

## The Nursery

The New Hall School Nursery, opened in September 2019, and is located in brand new, purpose-built premises that provide a safe, modern and inspirational environment. There is a beautifully landscaped outdoor learning environment for children to play in and explore, as well as access to the wonderful grounds and facilities New Hall has to offer.

The Nursery forms an integral part of the School, with many of the children continuing through into the Preparatory Divisions. It has extended New Hall's current age range by offering provision for 1-3 year olds ('Nursery 1') for the first time. The Nursery will also incorporate our well-established provision for 3-4 year olds ('Nursery 2'), where staff are committed to delivering an engaging and effective educational experience allowing pupils to reach their full potential. A broad curriculum, including Music, Dance, Physical Education and Forest School brings out the gifts and talents in all pupils.

The Nursery provides care and education for approximately 60 children and operates from Monday to Friday 8.00am to 6.00pm all year round. An extended day from 7.30am to 6.30pm will be offered subject to availability. Parents will be expected to commit to a minimum number of half-day sessions (4 sessions in Nursery 1; 6 sessions in Nursery 2).

Through the dedication of qualified, experienced and nurturing staff, the Nursery will embody the New Hall ethos, providing a holistic education based on Gospel values of care, trust and respect.



# 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

An Early Years Practitioner works 40 hours a week on a rotational shift basis to cover the opening hours of the Nursery (7.30am to 6.30pm). The working hours are term time only, with a 30 minute unpaid break each day.

All staff are required to attend relevant INSET (staff training) days. In addition, Early Years Practitioners are also required to attend Parents' Evenings, Parents' Drinks Receptions, Open Days and other marketing events for the Nursery as part of their role, for which time off in lieu will be awarded.

## 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"



## Staff Facilities



Staff Room



Denford Bar & Lounge (staff and Sixth Form use)



# Job Description

## 1. Purpose of Job

- To work in partnership with the Principal to support learning in line with the School's Mission & Ethos, the EYFS Curriculum, Codes of Practice and policies and procedures
- To work under the direction of the Nursery Manager to ensure that all pupils make expected progress

## 2. Duties and Responsibilities

- To be a Key Person responsible for a group of children
- To take responsibility, where appropriate, for leading planned activities with groups of children under the direction of the Nursery Manager
- To contribute to the assessment of each child's progress through observation and other forms of evidence and add to individual records as required
- To ensure that the Learning Journey and online assessment for each child in your Key Group reflect progress and demonstrate on-going formative assessment.
- To contribute to formal communication with parents through written reports and Parents' Evenings
- To attend staff meetings and School functions as appropriate, including events and activities that may run during the evening or at the weekend
- To support the Nursery Manager in behaviour management
- To share in the responsibility for the welfare and health and safety of all children having regard to the school's Health & Safety Policy
- To take part in the day to day care and maintenance of all Nursery equipment and to help with the ordering of new and replacement stock
- To help promote good home/school links and to foster greater understanding of good Early Years' practice
- To take part in the daily planning and preparation of resources
- To share in the task of keeping the Nursery classroom, toilet and kitchen areas tidy and clean
- To accompany and assist with supervision on outings
- To take part in staff development, INSET and training programmes on a regular basis to further professional development
- To ensure children's sleep and care routines are maintained effectively
- To administer first aid as necessary, and according to level of qualification
- To attend collective worship
- To have a welcoming, professional approach towards children, parents, other staff and professionals

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.

## 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
<b>Education</b>	<p>Educated to GCSE Level</p> <p>Have a NNEB/ NVQ Level 2 qualification in child care, or equivalent</p>	<p>Paediatric First Aid Certificate</p> <p>NVQ Level 3 qualification in childcare</p> <p>Training that specifically addresses the care of babies</p>
<b>Experience</b>	<p>Have experience of working in an Early Years setting</p> <p>A good understanding of the Early Years Foundation Stage</p>	<p>Experience of independent preparatory education</p> <p>Suitable experience of working with children under 2</p>
<b>Skills and Aptitudes</b>	<p>Excellent communication and organisational skills</p> <p>Good ICT skills and/or experience of online Assessment e.g. Tapestry</p>	
<b>Disposition and personal qualities</b>	<p>Common sense and initiative</p> <p>Ability to relate effectively to Nursery aged children</p> <p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Have clear and balanced views about pastoral care and discipline</p> <p>Have an understanding of child development and ability to recognise and respond to individual pupil needs</p> <p>Ability to motivate others and work as part of a teams</p> <p>Flexibility to adjust to change and development</p>	



# Salary & Benefits

## Salary

The salary range for this term time post is between £16,333 pa to £19,744pa (fte £20,306 and £24,547) at September 2020 rates, dependent on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC19 and NHC25 on the New Hall Pay Scale C.

## Holidays

Staff are entitled to 22 days holiday excluding bank holidays. New Hall Nursery closes for one week between Christmas and New Year. Staff must set aside up to four days of annual holiday entitlement to allow for this closure.

## Bank Holidays and Saturdays

Early Years Practitioners will 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. Time off in lieu will be awarded for working on these days.

## 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.

## 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.

# 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](mailto: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.

Early applications are encouraged and interviews may take place on a rolling basis.

**Closing Date for applications is: Midday, 28 October 2020**

**Interview Date: TBC**

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.

