

Founded 1642



New Hall School
The Best Start in Life



Appointment of
French Language Assistant
From September 2020

newhallschool.co.uk

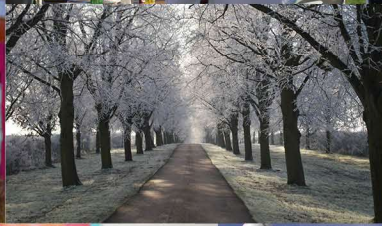
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

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Independent
School of the Year

2016



Founded 1642



New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,500 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

New Hall School requires, with effect from 1 September 2020:

French Language Assistant

12 hours-a-week (Monday to Friday), during term time only
£12.59-£14.41 per hour (FTE £5,963pa to £6,825pa)

A French Language Assistant is required to assist with the teaching of French in the Modern Languages Department, on a part time basis. Working mainly with students in Years 10-13, the French Language Assistant will help students in their preparation for the oral component of public examinations (GCSE, A Level, or DELF). They will also be required to assist students in Years 7-9 and to work with native French student in small groups.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. Staff also have the opportunity to contribute to the co-curriculum. With a supportive department and an investment in training, this is an exciting time to be joining the school.

Closing Date: Midday, Tuesday 21 April 2020

Interview Date: Week commencing 27 April 2020

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

New Hall is committed to safeguarding pupils.

There will be an enhanced DBS check prior to appointment.

For further details & an application form please visit:

www.newhallschool.co.uk/job-opportunities

Alternatively, please contact the HR Department on 01245 467 588



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).

The French Department

Building a love of language and an understanding of different cultures is at the heart of New Hall. We aim to encourage all our students to undertake some form of language qualification with an emphasis on building practical conversational skills. We are committed to providing opportunities for our students to visit different countries and to practise their language skills in situ.

The French and Spanish Departments share five classrooms housed in Priory Court, a new and attractive purpose-built block overlooking the peaceful grounds to the rear of the School. Each room is equipped with an interactive whiteboard, audio equipment and visualizers. Our language teachers are dedicated, passionate and many are able to teach more than one language. The teachers are supported by a team of 4 enthusiastic Language Assistants.

Our students are a delight to teach, and you can truly 'teach', using your full repertoire of strategies to engage and challenge. They are charming, enthusiastic, good-humoured and, at the same time, there is a real focus on making progress and achieving the best possible outcomes. New Hall also attracts a number of international students creating an atmosphere of inter-cultural understanding and support for the study of languages.

Languages in the Curriculum

Our language provision begins in our Pre-Prep through a Languages & Culture programme. This is delivered by the class teachers with support from specialist language staff and includes French, Spanish, German, Russian and Mandarin. From Year 3, pupils begin French and Spanish lessons, taught by specialist teachers. Our French and Spanish Departments conduct these lessons, providing a rewarding career development opportunity for our language teachers.

Prior to entry into the Senior Divisions in Year 7, students choose between French and Spanish and then study this language option until the end of Year 9. From Year 10, both French and Spanish are available as GCSE options, with the majority of Year 10 students each year opting to study a language. Our more able linguists are encouraged to pick up a second modern language in Year 8, and both French and Spanish are available on timetable to this group thereafter.

German, Chinese and Russian are offered to native speakers with non-native speakers able to access these subjects through the co-curriculum.

Preparatory and Senior Divisions work together to create a coherent, over-arching programme of language progression from Foundation Stage to Year 13. We have introduced the DELF and DELE language diplomas to provide regular, attainable and aspirational points of achievement for our students. By providing our students with access to the differentiated levels of these courses, we are preparing for the use of language beyond the classroom.

Languages beyond the Curriculum

Students at New Hall have many opportunities to practise their languages outside the classroom. Trips include: a 3-day residential to Paris for Year 7; a 3-day residential to Normandy for Year 8; a 5-day residential to Cantabria for Years 8 & 9; a 5-day home-stay for Year 13 in Spain and a one-week study trip to Nice for Years 10 to 13. The Department also offers opportunities to explore languages within the UK including theatre trips and visiting theatre companies.

University Destinations

New Hall linguists go on to study languages at university each year, and we have had success in Oxbridge applications. In recent years, this has included students reading Spanish with Russian and French & Spanish, both at the University of Cambridge.



Working at New Hall School

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

Hours

The working hours for this role are 12 hours per week, Monday to Friday, during term time only. 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

The French Language Assistant reports to the Head of French and assists with the teaching of French in the Modern Languages Department. Working mainly with students in Years 10-13, the French Language Assistant will help students in their preparation for the oral component of public examinations (GCSE, A Level, or DELF). They may also be required to assist students in Years 7-9 and to work with native French students in small groups.

The French Language Assistant is expected to uphold, support and realise the Catholic ethos of the School as outlined in the Mission & Ethos Statement and Aims of the School

Key responsibilities:

- To support the teaching of French at all levels by helping students to develop their oral fluency
- To have a clear understanding of the requirements of public speaking examinations, with appropriate guidance from the Head of French
- To help students to prepare for the speaking test at GCSE
- To work with the Head of French to timetable one-to-one speaking classes for Sixth Form students of French
- To help Sixth Form students to prepare for the speaking part of public examinations (A level)
- To monitor attendance at oral classes, reporting absences to the Head of French
- To feed into the reporting process by providing comments on student progression, attitude and effort
- To help native speakers of French improve and/or prepare for public examinations (GCSE, A level, DELF)
- To support the teaching of French by finding and collating interesting authentic language resources
- To support the Head of French in preparing potential Oxbridge candidates
- To be willing to undergo examination related training and to attend relevant training courses
- To carry out any other reasonable requests, in line with the broad responsibilities of the role

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.

Person Specification

This part time post would particularly suit a committed, enthusiastic candidate wishing to help develop their teaching of French in a supportive and well-resourced environment.

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	/	/
Experience	/	Experience of working within the Education Sector
Skills and Aptitudes	<p>Excellent communication and organisational skills</p> <p>Native-level fluency in French</p> <p>Excellent written skills in French</p> <p>Excellent knowledge of French grammar</p>	<p>Knowledge of current affairs, in particular linked to French and French-speaking countries</p> <p>Knowledge of French literature and cinema</p> <p>Knowledge of Native-level idioms</p> <p>Knowledge of advanced French Grammar</p>
Disposition and personal qualities	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Understanding of the demands of teaching in an academic environment</p> <p>Understanding of the difficulties faced by non-native students in speaking French</p> <p>Initiative, drive and enthusiasm to develop students' interest in French</p> <p>Understanding of the challenge of preparing for speaking examinations</p>	/

	<p>Ability to relate effectively to students and encourage, motivate and build their confidence</p> <p>Flexibility to adjust to change and development</p> <p>Ability to work as part of a team</p>	
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Salary & Benefits

Salary

The salary range for this post is currently between £12.59 per hour and £14.41 per hour (£5,963pa-£6,825pa) depending on experience, together with the generous benefits detailed below. This range is between points NH27 and NH31 on the New Hall Pay Scale C (full time equivalent salary range £26,187pa to £29,973pa as at September 2019 rate).

Holidays

The French Language Assistant will be entitled to take as holiday all published school holidays, as published in the School Calendar, except for any relevant INSET 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. 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, Tuesday 21 April 2020

Interview Date: Week commencing 27 April 2020

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.

