

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of School Marshall

[newhallschool.co.uk](http://newhallschool.co.uk)

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

A Catholic foundation and ethos, welcoming all

**tes**

Independent  
School of the Year  
**2016**



## New Hall 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; PE changing rooms; recreational and hospitality facilities; additional staff accommodation; 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 and Ethos Statement

New Hall, a Catholic boarding and day school, provides **the best start in life**, enabling students to meet confidently the challenges of the wider world. Here **academic excellence** is achieved in surroundings where relationships are based on **care, trust and respect**. We **welcome** students from many traditions, building a Christian **community** that has at its heart **prayer** and **service** to others.

## Strategic Aims of the School

*In all of these strategic aims, we seek to bear witness to our distinctive Catholic ethos, which is at the heart of everything we do:*

1. To promote the Catholic life of the School and provide outstanding Religious Education
2. To be an outstanding and caring educator of all students
3. To recruit, support and develop outstanding staff
4. To provide outstanding learning opportunities through the co-curriculum
5. To promote New Hall's reputation as a distinctive School of choice
6. To share our ethos, grow and innovate
7. To ensure the on-going security of the School's financial future, and ensure affordability of fees, while continuing to invest in improving the quality of education

## Accolades for the School

New Hall School was awarded Independent School of the Year for 2016 in the *Times Education Supplement* school awards, as well as Financial Initiative of the Year (2016), in relation to our Green Travel and Transport Strategy. The School has previously won the TES Award for 'Outstanding Strategic Initiative' (2011).

New Hall received the highest commendations in its most recent inspections:

- 'Excellent' (the highest category) in the whole school ISI inspection (2016)
- 'Outstanding' in the ISI boarding inspection (2014)
- 'Outstanding' in the Section 48 Diocesan RE inspection (2018)
- Passed ISI 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

The hours for this position will be 12.45pm to 6.00pm, Monday – Thursday, and 12.45pm – 4.45pm on Fridays, term time only. All staff are required to attend relevant INSET (staff training) days, which may take place on non-working days and outside normal working hours.

## 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; 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

The Marshall reports to the Head of Boys' & Girls' Division and works closely with the Student Support Managers and Heads of School. The Marshall is responsible for out of class supervision of students.

Key responsibilities include:

1. *Supervision*
  - 1.1 To patrol all areas of the school ensuring appropriate behaviour of students during break times, between lessons and after school;
  - 1.2 To ensure students are where they are supposed to be at all times i.e. not loitering between lessons or missing after school activities/study sessions;
  - 1.3 To challenge students found in out of bounds areas;
  - 1.4 To monitor student attendance at lunchtime, after school activities and study sessions and staff maintenance of registers;
  - 1.5 To liaise with the Student Support Managers/Heads of Middle & Upper School as appropriate regarding student behaviour;
  - 1.6 To ensure students are wearing the correct uniform;
  - 1.7 To monitor students departing school at the end of the day on buses/coaches.

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal in support of the Aims of the School. Job Descriptions are subject to annual review.

## Person Specification

This post would particularly suit 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, for example, as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education		Experience working in a School environment
Skills and Aptitudes	Excellent communication, organisational and management skills	
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children  Willingness to participate enthusiastically in aspects of boarding school life  Common sense and initiative  Ability to relate effectively to students  Ability to motivate others and build teams  Flexibility to adjust to change and development	

## **Salary & Benefits**

### **Salary**

The salary range for this post is between £9,206.26pa and £9,427.46pa (fte £18,313pa to £18,753pa at September 2020 rates), together with the generous benefits detailed below. This range is between points NHC15 and NHC16 on the New Hall Pay Scale C.

### **Holidays**

The School Marshall 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 School Marshall 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

### **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, 5 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.

