

Founded 1642



New Hall School

The Best Start in Life



Appointment of **Second in Theology** From September 2021 or earlier

newhallschool.co.uk

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

A Catholic foundation and ethos, welcoming all





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, from September 2021 or earlier:

Second in Theology

**Competitive salary, up to £53,009pa • generous staff fee remission
• excellent training • London Stratford 20 mins by train**

An experienced and dynamic teacher is required to join our thriving Theology Department, to work alongside the Head of Theology in leading the provision of Theology at GCSE and A Level. The successful candidate will have proven subject expertise in this subject area and will be able to inspire a passion for Theology in our students. The successful candidate will be a practising Catholic and will show understanding and support of the Catholic life and ethos of the School.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. The successful candidate will have the opportunity to contribute to the co-curricular life of the School. With a supportive team and an investment in training, this is an exciting time to be joining the School.

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: Midday, Tuesday 12 January 2021

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

JOB ID: NH0174

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



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



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

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 Theology Department

Theology at New Hall is recognised as a core subject in the Senior Divisions' curriculum, from Year 7 through to the end of the Sixth Form. This key Department is well resourced with supplementary materials and there is a strong emphasis on establishing links between academic classroom work and the prayer life of the School. Key Stage 3 students follow a specially devised programme exploring the major monotheistic religions. Key Stage 4 students follow the AQA GCSE Religious Studies course involving a study of two units: Component 1: Religion (the beliefs and practices of Christianity and Judaism) and Component 2: Thematic studies (Relationships & Families, Crime & Punishment, and Existence of God & Revelation).

The Theology Department achieves consistently excellent results at GCSE level; in 2020, 85% of students achieved A*/A or 7+, and 99% A*-B or 5+, making the Theology Department one of the highest performing within both the School and the UK. The Theology Department was given the Good Schools Guide Award in 2015 for being the highest performing English Independent School for boys taking GCSE Religious Studies and was judged as outstanding in our 2018 Section 48 Diocesan Inspection.

Theology is one of the most popular A Level subjects, in a Sixth Form of over 250 students, with around 40 students choosing the subject each year. Students study Eduqas A Level Religious Studies, which includes a study of Christian Theology, Philosophy of Religion and Ethics. Academic results are similarly excellent at A Level; in 2020, 65% of students achieved A*/A, with 90% A*-B. The Department also achieves consistently significant positive value added, demonstrating the good practice taking place. Many students go on to study the subject at a higher level, including Oxbridge and Russell Group universities. One recent New Hallian Oxford graduate is currently training as a Dominican priest.

The primary role of Theology at New Hall is summarised by the phrase of Anselm: 'fides quaerens intellectum', faith which seeks to understand itself better. Theology is a subject that is both academically rigorous and spiritually enriching. The Department plays a central role in developing spirituality throughout the School and works with the Chaplaincy Department in this respect. This includes preparing students at New Hall for Confirmation, retreat days, School assemblies and other religious events.

Chaplaincy at New Hall

New Hall is the UK's largest Catholic boarding & day school. The Chaplaincy Team provides spiritual support and faith development for the students and staff of the School, in particular the resident boarding community of 300 boarders and resident families. The School has a resident Priest Chaplain, who leads the Chaplaincy Team. The School has a flourishing, successful Theology Department, together with a strong Music Department and choral tradition.

The Chaplaincy Team comprises a committed group of staff and students including the Priest Chaplain, Lay Chaplain, Sacristan, Principal, Head of Theology and Chaplaincy Prefects. They plan and organise Masses and other liturgies.

The Chaplaincy Team has the benefit of a dedicated pastoral centre, The Barn, in one of the most historic parts of the campus. The Barn, which is also the base for the New Hall Voluntary Service (NHVS), consists of a main hall, kitchen, an Oratory, offices and beautiful, tranquil gardens, overlooking the duck pond. The School benefits from a beautiful and historic Chapel, which is the heart of the School, and the St Francis Chapel in the grounds of the Preparatory Divisions.



New Hall Chapel

Teaching at New Hall School

As a teacher at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work. Curriculum lessons take place Monday to Friday and there is a busy co-curricular and social programme of activities at the weekend.

All teachers at New Hall School are expected to contribute outside the classroom, by either participating in games or supporting another area within the co-curricular provision. There is also a requirement to contribute to the boarding provision by supporting a boarding event or outing during an evening or weekend (normally once per term). In addition, all teachers contribute to the outstanding pastoral care of students through the tutor system.

New Hall is a busy, fast-paced environment. Staff enjoy teaching polite, enthusiastic students within beautiful and tranquil surroundings. There are long School holidays and generous remuneration and benefits.

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”

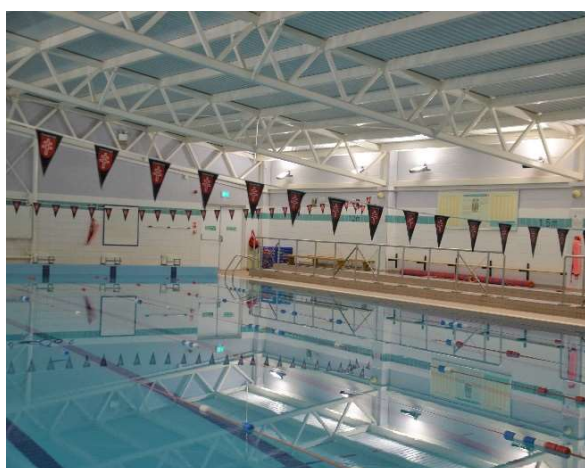
Staff Facilities



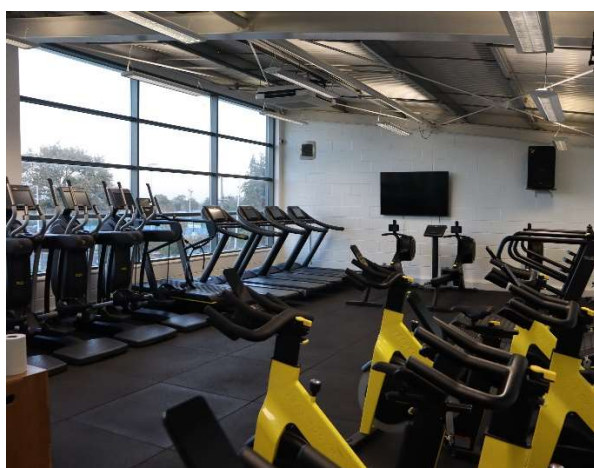
Staff Room



Denford Bar & Lounge (Staff & Sixth Form use)



Swimming Pool



Fitness Suite

Job Description

The Second in charge of Theology reports to the Head of Theology. The key responsibilities for the role include:

Key Stage 3 Co-ordinator:

- To lead and manage Key Stage 3 in Theology
- To develop strategies for teaching to the Key Stage 3 Scheme of Work, both in terms of content and examination marking criteria
- To ensure that Theology lessons at Key Stage 3 are in line with Diocesan expectations, are engaging and that they provide suitable preparation for the study of the GCSE
- To provide on-going support and guidance for staff about the teaching of this key stage including standardisation, checking samples of marking, creating new resources and, where necessary, adapt schemes of work

General:

- To deputise for the Head of Department when absent
- To hold formal meetings and informal on-going discussions with the Head of Department to assist the smooth running of the Theology Department.
- To act as a support to the Head of Department and Chaplain in the provision of spiritual growth of students and staff e.g. departmental assemblies, Human and Spiritual Development course for Sixth Form and sacramental preparation
- To help with the co-curricular contribution made by the Theology Department through supporting the Theology Society and educational visits
- To take and produce minutes for departmental meetings

In addition to these specific responsibilities, the Second in Theology is also responsible for all aspects detailed in the Senior Divisions Teacher job description.

Job Description

All teachers are 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:

1. New Hall Teacher Standards

It is expected that all teachers will engage in the performance management process and strive for excellence in the following standards:

- 1.1 Sets high expectations which inspire, motivate and challenge students
- 1.2 Promotes good progress and outcomes by students
- 1.3 Demonstrates good subject knowledge and curriculum knowledge
- 1.4 Plans and teaches well-structured lessons
- 1.5 Adapts teaching to respond to the strengths and needs of all students. This includes ensuring EAL, SEND and MAT students are supported within lessons
- 1.6 Makes accurate and productive use of assessment
- 1.7 Knows how to assess relevant subject and curriculum areas, including formative and summative assessment
- 1.8 Marks books to a high standard, ensuring regular and constructive feedback
- 1.9 Manages behaviour effectively to ensure a good and safe learning environment

2. Within the Department

- 2.1 To support colleagues, to ensure good working relationships and to contribute to the work of the Department
- 2.2 To maintain and develop a sound knowledge of the subject area, including developments in the teaching of that subject; to bring to the attention of appropriate people INSET needs and opportunities
- 2.3 To ensure a safe, purposeful and happy working environment for students
- 2.4 To deliver and communicate clearly the requirements of the examination specification and the Department's schemes of work, including coursework requirements (this will necessitate a thorough knowledge of the published specification, and careful attention to detail, on the part of the teacher)
- 2.5 To monitor, assess and record students' progress, using strategies in accordance with Department and School policies (these will include formal reporting to parents in written form and orally at Parents' Meetings)
- 2.6 To work closely with colleagues to evaluate and develop the courses offered to students and the teaching strategies used. This will include contributing to the Department Development Plan
- 2.7 To initiate and support cross-curricular links as appropriate
- 2.8 To contribute to Departmental displays
- 2.9 To co-operate fully, as appropriate, in parental contact

3. Within the School

- 3.1 To support and contribute to the Catholic ethos of the School
- 3.2 To liaise and work with Tutors, Heads of Year and Heads/Assistant Heads of Boarding, as appropriate
- 3.3 To be aware of and contribute to the School Development Plan and to promote the strategic aims of the School

- 3.4 To be a Tutor (as required), facilitating class prayer, ensuring students are accurately registered, delivering PSHEE lessons and acting as the first point of contact for parents
- 3.5 To contribute to the co-curricular programme on a weekly basis or as otherwise arranged
- 3.6 To contribute to the weekend boarding provision on a termly basis or as otherwise arranged
- 3.7 To supervise students outside of lesson time, including a weekly duty
- 3.8 To cover lessons for absent colleagues

Teachers are expected to be in school from 8.00am to at least 4.30pm each day, with one day working until 6.00pm; attend two assemblies per week and lead assembly on a rota basis; run at least one co-curricular club; undertake one boarding duty per term; and attend meetings after these hours as required.

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. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and 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. Applications from practising Catholics are particularly welcome. The School's Equal Opportunities Policy is available on the School's website.

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
Education	University graduate and qualified teacher with an ability to teach Theology from Key Stage 3 to A Level Qualified Teacher Status	
Experience	Experienced teacher	Experience of independent and/or boarding education and/or Catholic education Experience marking or moderating for public examination boards
Skills and Aptitudes	Excellent communication, IT, organisational and management skills	Candidates who are able to teach a second subject or offer help with coaching a sports team should state this in their application, giving details of second subjects, sports, and any coaching qualifications/willingness to undertake coaching training
Disposition and personal qualities	Be a practising Catholic Understanding of the importance of promoting and safeguarding the welfare of children Initiative, drive and enthusiasm to develop students' interest in the subject Willingness to participate enthusiastically in aspects of boarding school life Ability to relate effectively to students and to motivate them Flexibility to adjust to change and development	Willingness to contribute to the wider Chaplaincy provision

Salary & Benefits

Salary

New Hall School has its own salary scale up to a current maximum of £48,819pa (September 2020 rates). The Qualified Teacher range is £30,439-£48,819pa (NH4-15 at September 2020 rate). The post of Second of Theology carries an additional Management Allowance of £4,190pa (MA2a) (September 2020 rates).

Sports teams

Contributions to the sporting life of the School by leading a team attracts a competitive remuneration package for weekend fixtures. This will be paid at a rate of £60 when on-site (including home fixtures) and £90 when accompanying away fixtures.

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.

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

Technology

Teaching staff receive a New Hall laptop and iPad.

Accommodation

Single accommodation in a shared flat/house is available for a candidate wishing to undertake additional duties as a Boarding Tutor. Alternatively, the room may be rented for £400pcm.

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.

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/children 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.

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: Midday, Tuesday 12 January 2021

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

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. 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).

Please do not hesitate to contact a member of the HR team on 01245 467 588 should you have any queries.

