

Founded 1642



New Hall School

The Best Start in Life



Appointment of Head of Boarding From September 2021

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 1,250 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

New Hall School requires, from 1 September 2021, a teaching or non-teaching:

Head of Boarding

Competitive salary: teaching £36,252-£53,542pa / non-teaching £28,271-£45,562pa
Excellent benefits & CPD

This is an exciting professional opportunity to take up a key leadership and management role in the largest Catholic boarding & day school in the UK. The Head of Boarding (HoB) will have overall pastoral responsibility for the well-being of full and weekly boarding girls in Years 3-10. The HoB will be expected to give outstanding leadership to the House team. The HoB is expected to understand and be prepared to commit to the Catholic ethos of the School and the post would particularly suit Catholic candidates who are keen to make a significant contribution to the Catholic life of the School.

The successful candidate will have at least 2 years' relevant experience in a boarding school, and have obtained, or be willing to study for, a BSA qualification. She will have excellent inter-personal skills and the ability to relate to girls in Years 3-10. This is a residential post and excellent accommodation is provided, which is attached to the Boarding House. The post is available to teaching or non-teaching applicants; teachers must have a strong track record of success in teaching up to A Level or equivalent.

It is a genuine occupational requirement that the post-holder be female for reasons of privacy and decency. The post holder will be required to supervise the girls' boarding house whilst on duty.

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.

Closing Date: Midday, Monday 25 January 2021

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

JOB ID: NH0177

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 Boarding Team

At New Hall we have four Boarding Houses, two for girls and two for boys. There are in excess of 30 residential members of staff who work to support and nurture the boarding students, of whom there are over 250.

Each house has a Head of Boarding, supported by a team including at least one Assistant Head of Boarding, Boarding Assistant/s and Boarding Tutor/s. These staff work closely with the Head of Boarding to create an outstanding provision for the children in their care.

The boarding staff are committed to providing a happy, settled and secure family environment for every child. We believe in the development of the whole person, intellectually, morally, spiritually, socially and physically. Our aim is that boarders excel in their academic subjects while developing the skills and personal qualities that will lay the foundations for future success.

Most boarders at New Hall have single bedrooms. All Houses are well furnished and students have access to Sky television, Wi-Fi, cooking and IT facilities, all of which enable us to create a home from home for the boarders. The staff work closely with students to prepare an evening timetable for weekdays that balances time for study with a wide range of activities.

Working in boarding is a demanding yet ultimately extremely rewarding occupation. You have the distinct privilege of being able to make a very tangible difference to the lives of the children in your care on a daily basis.



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

Working hours will include weekdays, evenings and weekends during term time, on a rota. Training will be provided. Heads of Boarding will have the equivalent of one weekday off a week (a 24-hour period), which may be split, for example, in two half days. There will also be one weekend off each half term, during term time. Mondays and Fridays are always working days, with the exception of a Friday evening on the weekend off, when work finishes at 6.00pm. Staff share in the rota of being on call overnight. The weekend off is typically from 6.00pm on Friday to 10.00pm on Sunday.

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"

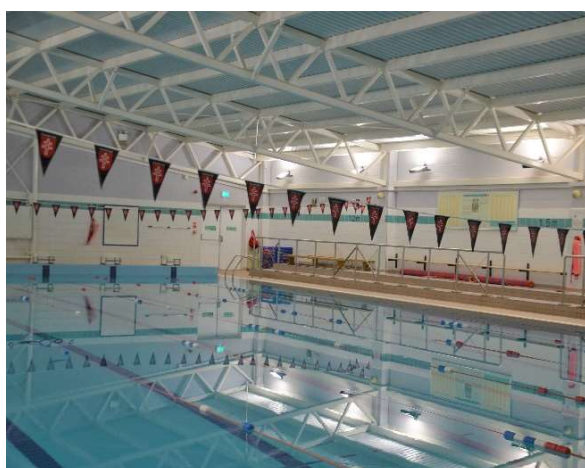
Staff Facilities



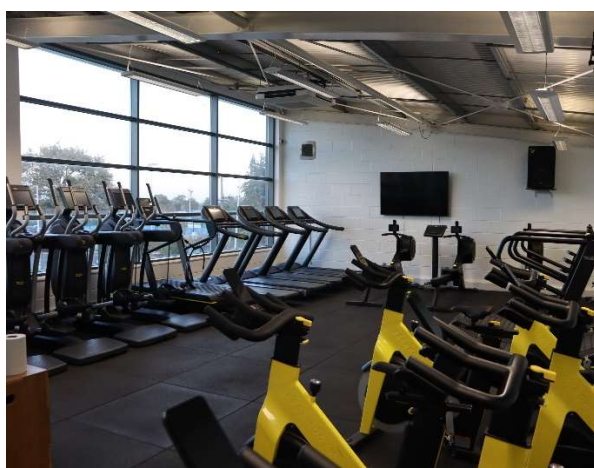
Staff Room



Denford Bar & Lounge (Staff & Sixth Form use)



Swimming Pool



Fitness Suite

Job Description

The Head of Boarding (HoB) has the overall pastoral and academic responsibility for the well-being of the boarding students in his/her care in the House, outside of school curriculum time. This is an important leadership and middle management role in the largest Catholic independent boarding & day school in the UK.

The HoB reports to the Vice Principal (Boarding and Operations). The HoB leads the residential House team, including Assistant HoBs, Housekeeper and other residential staff (e.g. GAPs, resident tutor). S/he attends weekly HoB meetings, chaired by the Vice Principal (Boarding and Operations) and has individual weekly meetings with the Vice Principal (Boarding and Operations), and attends fortnightly Boarding Committee meetings, chaired by the Principal. The HoB has a responsibility to promote boarding both within and outside the School.

The HoB is 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. Leadership and Management

- 1.1 to ensure that the boarding House has an outstanding character and quality of pastoral care, and that all members of the House team support this vision
- 1.2 to ensure that the House exceeds the National Minimum Standards for Boarding (NMS)
- 1.3 to provide a full and thorough induction for new House staff
- 1.4 to be visible and to have a high profile and authoritative presence throughout the School
- 1.5 to carry out effective performance management of staff, in line with School policy
- 1.6 to monitor and liaise with the Vice Principal (Boarding and Operations)/HR over any concerns relating to staff absence and performance
- 1.7 to take responsibility for the recruitment of new boarders, working alongside Admissions and the Vice Principal (Boarding and Operations), including liaising with agents, touring and interviewing prospective parents and students, ensuring follow up calls are made
- 1.8 to take initiative and to find solutions to assist with recruitment and retention of boarders within the boarding House

2. Spiritual

- 2.1 to support the Catholic ethos of the School (training, including the Catholic Certificate in Religious Studies, will be provided if required)
- 2.2 to be a visible presence and to take a leading role at the weekly Sunday Mass for boarders and resident staff, as well as other School/Tutor Group Masses, as required
- 2.3 to facilitate opportunities for spiritual growth and development e.g. prayer, reflection and collective worship together with the House team and members of the Chaplaincy team
- 2.4 to promote Gospel values of care, trust and respect in accordance with the Mission & Ethos Statement
- 2.5 to identify students who require preparation for Baptism, First Communion and Confirmation and to support them through this process, and to liaise with the Chaplaincy Team as appropriate

3. Academic

- 3.1 to monitor and support the academic progress of each student in his/her care
- 3.2 to be the pastoral lead for boarding students in Years 7-10, liaising with the day pastoral team to support the student effectively and responding promptly to data arising from the Rewards and Conduct system for the Middle School (e.g. Red Cards, Study Cards, Yellow Cards and, Green Cards)
- 3.3 To liaise and work closely with the Preparatory Division to ensure a high boarding profile amongst parents and students
- 3.4 to support and guide students in making appropriate Year 8 and GCSE option choices
- 3.5 to ensure that the House has appropriate academic resources (e.g. books, wall displays, IT equipment and software), to encourage and support learning
- 3.6 to be a role model for lifelong learning, showing an interest in reading, culture and current affairs and politics
- 3.7 to encourage development of boarders' general knowledge and current affairs e.g. through running quizzes and debates

4. Social and behaviour

- 4.1 to establish a community spirit and family atmosphere within the House, based on care and understanding
- 4.2 to ensure that all students are aware of the Code of Conduct and adhere to high standards of behaviour and courtesy at all times
- 4.3 to promote integration of boarders and day students through social and educational events, in particular through devising an interesting and varied Friday evening and weekend programme
- 4.4 to encourage the development of friendships and community living, based on service to others
- 4.5 to provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- 4.6 to ensure excellent communications with parents
- 4.7 to ensure provision of some School social occasions for meeting with boarders' parents including at the beginning and end of terms
- 4.8 to build a House identity within the wider School community
- 4.9 to be visible at whole school events, including Chapel and Divisional/Sixth Form assemblies, ensuring good discipline and punctuality of the students and participating as appropriate

5. Co-curriculum

- 5.1 to promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development (e.g. to create opportunities for boarding students in the House to perform; to encourage in boarders an awareness of and participation in the rich co-curricular programme on offer in the School)
- 5.2 to arrange a variety of activities during evenings and at weekends, utilising the HoB's House budget effectively

6. Personal development and wellbeing

- 6.1 to encourage students to meet high standards regarding personal hygiene, hair, dress and jewellery
- 6.2 to encourage students to establish healthy eating patterns and to take responsibility for their health in conjunction with the Health Centre Manager and Medical Officer
- 6.3 to encourage students to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to school
- 6.4 to be responsible for the authorisation of exeat permissions, encouraging students to balance their time in and out of school
- 6.5 to supervise meals in the School Refectory, on a rota
- 6.6 to help students to develop the skills and qualities of leadership, while also ensuring that their academic commitments remain their first priority

7. Health & Safety (H&S)

- 7.1 to act in *loco parentis* for each student during term time when at School, as well as on school trips that may take place during the holidays
- 7.2 to be responsible for H&S in their Boarding House, ensuring risk assessments are completed in line with School policy
- 7.3 to be responsible for the health and wellbeing of each boarder, ensuring correct recording of medical information and liaising appropriately with the Health Centre

8. Administration (students)

- 8.1 to ensure all paperwork is completed in line with the NMS
- 8.2 to liaise with other HoBs, parents/guardians and tutors regarding exeat permissions; to keep a record of all exeats
- 8.3 to provide a pastoral report for boarders
- 8.4 to know who the Scholars and Award holders are within the Boarding House and to forward information about progress and successes/achievements to the appropriate member of staff to facilitate Scholar reports
- 8.5 to draft references for boarders as required
- 8.6 to complete termly care plans for each student
- 8.7 to ensure compliance with Tier 4 inspection requirements

9. Administration (House)

- 9.1 to organise staff duties, Boarding Prefect duties and the sharing of general responsibility within the House, keeping the Vice Principal (Boarding and Operations) informed
- 9.2 to oversee the preparations for the House at the start of each new term
- 9.3 to prepare and update House marketing material and House booklets
- 9.4 to be responsible for keeping the House Twitter Accounts up-to-date
- 9.5 to prepare a half termly *What's New in Boarding?* newsletter
- 9.6 to keep a record of the day-to-day running of the House to be signed by the Vice Principal (Boarding and Operations) on a termly basis
- 9.7 to keep a record of all incidents (including behavioural), rewards and sanctions, for review half termly by the Vice Principal (Boarding and Operations)
- 9.8 to recommend to the Vice Principal (Boarding and Operations) if a student is deemed unsuitable for boarding in the House
- 9.9 to ensure all boarders are aware of the Code of Conduct and the policy for rewards and sanctions
- 9.10 to ensure the smooth transition for new students

10. House maintenance and decor

- 10.1 to monitor the standards of maintenance in the House, including furnishings, fittings and bedroom areas and to liaise with the Estate Manager and the Domestic Facilities Manager accordingly
- 10.2 to oversee cleanliness and hygiene within the House and to liaise appropriately with the Housekeeper
- 10.3 to oversee the provision for kitchen supplies and to liaise with the Catering Manager regarding functions

11. Finance

- 11.1 to have financial responsibility for the running of the House and to manage the House budget
- 11.2 to provide appropriate arrangements for student personal finances, liaising with parents and the Finance Department
- 11.3 to assist with travel arrangements as required, liaising with the Assistant HoB responsible for boarders travel and the Finance Department for travel money

12. Supervision and hours of work

- 12.1 the HoB should be proactive in the supervision and pastoral care of students at all times, except when it is their weekday/weekend off. They should be available and accessible to students. They are expected to fulfil these duties at the times set out on the Duty Rota, which will be reviewed as required. An example rota can be found attached
- 12.2 the AHoB has a 24-hour period off each week. Days off will be arranged by the Vice Principal (Boarding and Operations) and, for those teaching a curriculum subject/s, by the Vice Principal (Curriculum, Growth & Innovation)
- 12.3 at the beginning of the academic year, the HoB ensures the preparation of the House for the start of term and the clearing of the House at the end of term: up to two working days before the start of term and one day before the start of a half term, and remaining for up to two working days after the official end of term and one day at the end of a half term. At the beginning of the academic year, it is expected that the HoB will return three working days before staff INSET commences to prepare the House.

The HoB will have accommodation on site within the Boarding House. New Hall has recently undertaken a comprehensive programme to upgrade and refurbish boarding and residential accommodation.

All staff are responsible for promoting and safeguarding the welfare of students at the 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.

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 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	Should be a university graduate If appointed as a teacher, a successful track record of teaching up to A Level	Hold a BSA qualification (or be willing to study to obtain one)
Experience	Minimum of two years' experience working in a boarding school Experience leading/ managing a team at middle management level Experience of working with people from a variety of cultures and backgrounds	Experience of managing staff
Skills and Aptitudes	Excellent communication, IT, organisational and management skills	Be able to contribute to the co-curricular life of the School
Disposition and personal qualities	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 and to demonstrate empathy for children's needs and feelings across the age range Ability to create a positive and nurturing environment that promotes boarders' talents and interests Enthusiasm, commitment and a positive attitude Ability to demonstrate positive behaviour management	

	Ability to motivate others and build teams	
	Flexibility to adjust to change and development	

Salary & Benefits

Salary

A competitive salary will be offered on New Hall's own Pay Scale, depending on qualifications and experience, together with the generous benefits detailed below.

The salary range for a teaching Head of Year is currently between NHE 11-17a (£36,252-£53,542pa as at September 2020 rates) depending on qualifications and experience. The salary range for a non-teaching Head of Year is currently between NHE 8-14a (£28,271-£45,562pa as at September 2020 rates) depending on qualifications and experience.

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.

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 3%.

Accommodation

It is a requirement of the role that the Head of Boarding resides in the Hawley House Head of Boarding accommodation. This is a 4-bedroom house attached to the boarding house.

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

Staff receive a New Hall laptop and iPad.

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: Monday, 25 January 2021

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

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.

