

Founded 1642



New Hall School

The Best Start in Life



Appointment of

French and/or Spanish Graduate & Boarding Assistant

Closing date for application is:
Midday, Wednesday 29 September 2021

The French and Spanish Departments



Building a love of language and an understanding of different cultures is at the heart of the French and Spanish Departments. 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.

Our students are a delight to teach, and you can truly 'teach', using your full repertoire of strategies to engage and challenge. Students are enthusiastic, good-humoured and keen to learn. 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 language.

Languages in the Curriculum

The language provision at New Hall begins in our Pre-Prep through a Languages & Culture programme, delivered by the French and Spanish Departments. Within the Preparatory Division, pupils then receive French and Spanish lessons, taught by specialist teachers and assistants. These lessons may provide a rewarding career development opportunity for French and Spanish teachers who have not previously had experience teaching Years 3-6.

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 opting to study a language. Our more able linguists are encouraged to study a second modern language in Year 8, and both French and Spanish are available on timetable to this group thereafter. Both French and Spanish are also available at A Level.

On top of this provision, from September 2017, we 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. Entry level qualifications for DELF and DELE can be considered for children in Years 5-8. A large number of Sixth Form students choose to take B1/B2 qualifications in French or Spanish as a fourth subject on the curriculum.





Languages in the Co-Curriculum

Students at New Hall have many opportunities to practise their languages outside the classroom. Trips may 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
- a 1-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. In the summer, we offer French and Spanish camps, on site at New Hall.

Language Awards and Scholarships

Applicants for Year 7 and Year 9 may sit an assessment in French and/or Spanish. The top performers will be awarded a French Award/Spanish Award in the relevant language. There will be a financial contribution of £250pa for two years. Speakers of these languages as a first language are ranked separately. It is a requirement that the relevant language is chosen in Year 7.

In the Sixth Form, French and Spanish Scholarships may be awarded, subject to the candidate achieving a minimum of a Grade 8 or 9 in French and/or Spanish, plus five grade 7s being achieved at the publication of GCSE results in August. To be eligible, a student must be taking French and/or Spanish at A Level. Priority may be given to students studying two languages.

Public Examination Results

Both the French and Spanish Departments have a history of success in public examinations. Over the last three years, at A Level, 64% of grades were at A*/A in French, with 91% of students achieving A*-B grades. In Spanish, over the last three years, 44% of grades were at A*/A, with 100% of students achieving A*-B grades. At GCSE, over the last three years, a quarter of all students achieved a grade 9 in French, with 67% achieving grades 7+. In Spanish, over the last three years, 37% of students achieved grades 8+, with 55% achieving 7+.



University Destinations

New Hall linguists go on to study languages at university each year, and we have regular success in Oxbridge and Russell Group university applications. In recent years, this has included:

- Spanish with Russian, University of Cambridge
- Modern and Medieval Languages, University of Cambridge
- French & Philosophy, University of Exeter
- Modern Languages (French & Spanish), University of Exeter
- French Studies, University of Warwick
- Hispanic Studies with Italian, University of Warwick
- Spanish, Portuguese and Latin American Studies, University of Manchester
- French with Business Management, Queen Mary's, University of London

Facilities and Staffing

The French and Spanish Departments share five classrooms, each equipped with an interactive whiteboard, audio equipment and visualizers. Our language teachers are dedicated, passionate and most are able to teach both French and Spanish. The teachers are supported by a team of three enthusiastic French & Spanish Assistants.

The Boarding Team

At New Hall we have four Boarding Houses. 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 Boarding 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 difference to the lives of the children in your care on a daily basis.



Job Description

During the day, the French and/or Spanish Graduate & Boarding Assistant assists with the teaching in the French and/or Spanish Departments. Working across all Divisions of the School, the French and/or Spanish Graduate & Boarding Assistant will help deliver the Languages & Culture programme within the Nursery and Pre-Prep Division, as well as the French and/or Spanish lessons within the Preparatory Division. The French and/or Spanish Graduate & Boarding Assistant will also be required to assist Senior Divisions' students preparing for the oral components of their language qualifications (GCSE, A Level, DELF/DELE) and to work with first language French and/or Spanish speakers.

Outside of curriculum time, as a resident member of staff, the French and/or Spanish Graduate & Boarding Assistant also contributes to the wellbeing of the boarding students. They are responsible to the Head of Boarding (HoB). Duties will involve participating in activities with students such as games, cooking, craft, sporting activities and quizzes. They will also be expected to help students with study, and provide general pastoral support. It will be a requirement to eat with the students and help them to develop good dinner table etiquette. They will also be expected to help with the bedtime routine in the Boarding House. This includes room checks, hygiene monitoring and electronic device collection.

The French and/or Spanish Graduate & Boarding 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:

French and/or Spanish Language Assistant

1. to support the teaching of French and/or Spanish by helping students to develop their oral fluency
2. to deliver Language & Culture sessions to classes within the Nursery and Pre-Prep Division
3. to assist with and to deliver French and/or Spanish lessons within the Preparatory Division
4. to assist the Subject Leader for Modern Languages (Prep) in the delivery of co-curricular language clubs within the Preparatory Divisions
5. to have a clear understanding of the requirements of any relevant public speaking examinations, with appropriate guidance from the Subject Leader for Modern Languages (Prep) or Head of French/Spanish
6. to help students to prepare for the DELF/DELE language diplomas
7. to feed into the reporting process by providing comments on student progression, attitude and effort
8. to help French and/or Spanish linguists to improve and/or prepare for public examinations (GCSE, A Level, DELF/DELE)
9. to support the teaching of French and/or Spanish by sourcing interesting, authentic language resources
10. to attend training courses
11. to carry out any other reasonable requests, in line with the broad responsibilities of the role

Boarding Assistant

1. Spiritual

- 1.1. 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

- 1.2. to promote Gospel values of care, trust and respect in accordance with the Mission & Ethos Statement
- 1.3. to identify students who require preparation for Baptism, First Communion and Confirmation to the Chaplain and to support them through this process

2. Academic

- 2.1. to help support the academic progress of each student within the Boarding House

3. Social

- 3.1. to establish a community spirit within the Boarding House based on love and understanding
- 3.2. to promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development
- 3.3. to encourage the development of friendships
- 3.4. to encourage an awareness and appreciation of the needs and value of others through service and celebration
- 3.5. to provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- 3.6. to nurture a family atmosphere where students may feel free to approach House staff to talk through any concerns
- 3.7. to support the HoB and Assistant Head of Boarding (AHoB) to coordinate a variety of activities during evenings and at weekends
- 3.8. to attend whole School events with the students when the HoB and AHoB is unable to do so

4. Personal

- 4.1. to encourage boarders to meet high standards regarding personal hygiene and attire
- 4.2. to encourage students to establish healthy eating patterns and to take responsibility for their own health in conjunction with the Health Centre Manager and Medical Officer
- 4.3. to encourage students to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School
- 4.4. to share in the supervision of meals in the School Refectory, as arranged by rota

5. Administration (Students)

- 5.1. to support HoB's arrangements for student personal finances, including liaison with parents and the Finance Department
- 5.2. to record medical information and appropriate liaison with the Health Centre Manager
- 5.3. to provide an input into references for boarders

6. Administration (House)

- 6.1. to update the daily log for your House, as required by the Head of Boarding
- 6.2. to update rewards and sanction logs as appropriate
- 6.3. to take registrations and check Boardingware records are accurate for your House
- 6.4. to carry out other administrative tasks relevant to your House, as required by the Head of Boarding

7. Fabric of the House

- 7.1. to help monitor the standards of maintenance in the House, including furnishings, fittings and bedroom areas and to liaise with the HoB

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.

New Hall is committed to increasing representation of ethnic minority backgrounds among staff across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy is on the website.

Person Specification

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	Educated to degree level	French and/or Spanish at degree level
Experience		Experience of working with/supporting young people Experience of working within the education sector
Skills and Aptitudes	Excellent communication and organisational skills First language fluency in French and/or Spanish Excellent written skills in French and/or Spanish Excellent knowledge of French and/or Spanish grammar	Knowledge of current affairs, in particular linked to French and/or Spanish and French and/or Spanish-speaking countries Knowledge of French and/or Spanish literature and cinema Knowledge of First language level idioms Knowledge of advanced French and/or Spanish grammar
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Initiative, drive and enthusiasm to develop students' interest in French and/or Spanish Understanding of the challenge of preparing for speaking examinations Ability to relate effectively to students and encourage, motivate and build their confidence Ability to work as part of a team A firm and fair approach to behaviour management Kind and calm disposition Common sense and initiative	

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

The salary range for this post is £21,449-£24,330 (NHE3-5). There are also generous benefits as detailed below.

Bank Holidays and Saturdays

The French and/or Spanish Graduate & Boarding Assistant may be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May.

Hours

A timetable will be set throughout the week for your work supporting teaching across the School. The hours of work in boarding will be 4.00pm-10.30pm Monday to Friday, plus two weekends on duty every half of a term. Your timetable will be confirmed upon arrival. All staff are required to attend relevant INSET (staff training), days which may take place on non-working days. The French and/or Spanish Graduate & Boarding Assistant may also be required to work on the night before term starts, where this falls on a working weekday, when the boarders return to school.

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 4%.

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

Accommodation

Accommodation for this role is included rent-free, in a shared School house/flat.



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