

Founded 1642



New Hall School

The Best Start in Life



Appointment of After School Care Assistant

newhallschool.co.uk

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A Catholic foundation and ethos, welcoming all

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Independent
School of the Year
2016



New Hall School

New Hall School is a leading HMC boarding and day school for boys and girls aged 3-18 and was awarded the TES 'Overall Independent School of the Year' for 2016-17. Founded in 1642, New Hall School is one of the oldest Catholic schools and 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 2023.

At New Hall, we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Divisions (ages 3-11), single-sex education in the Girls' Division and 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 so far in the 2016-19 SDP include: investment in digital technologies; outdoors 'Forest School' provision; a second Astroturf, 3G pitch and new PE changing rooms; new recreational and hospitality facilities, and additional staff accommodation. Plans are currently underway for the expansion of the Preparatory Division to 3-form entry and for a new Science Centre.

Students aged 7-18 can board in one of six 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:

- '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)

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).



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The Preparatory Divisions

In the New Hall Preparatory Divisions, we know that children excel academically when they are inspired to learn. Our curriculum is delivered through a range of exciting and engaging topics and built upon a progressive ladder of skills. We pride ourselves on teaching lessons that enable all pupils in our care to achieve their full academic potential.

At all ages, our curriculum is enriched by specialist subject teachers. The expert knowledge of our teachers and their passion for their subjects enhance greatly the children's learning experience.

Small class sizes of around 20, differentiated lessons and sets in English and Mathematics for our older pupils, ensure a tailored learning experience in which all pupils are appropriately challenged and make exceptional progress. This is demonstrated by our high Foundation Stage and SATs results, which are consistently above government expectations for the respective age ranges.

Learning takes place across our stunning campus, stimulating pupils' natural desire to explore and investigate. On a tour of the School, one would witness pupils benefiting from the calm and spirituality of the St Francis Chapel, utilising sporting facilities such as the Swimming Pool and Tennis Courts, expressing themselves in the Walkfares Performing Arts Centre, and taking in the environmental surroundings on a nature trail.

A stimulating curriculum provides opportunities to contextualise knowledge, to practise skills and to broaden understanding. Pupils find their 'voice' in the school, using the School Councillor representative for their class as a channel of communication. Our pupils become outward-looking, developing an appreciation of how they can contribute to their community and to society in general. Regular fundraising events and opportunities for charitable work give our pupils a sense of service to others.

The well-being of every pupil in the Preparatory Divisions is of paramount importance, and our close-knit team works together to ensure all are welcomed, happy and safe in our community. The leadership team, teaching staff, resident Chaplain and Chaplaincy Team, catering and domestic teams, administration staff, midday supervisors, After School Care team and pupil support manager all carry out their responsibilities towards pupil wellbeing with professionalism, enthusiasm and warmth.

A day in the Preparatory Divisions is a day filled with moments of laughter and reflection, awe and wonder. We aim to provide the 'best start in life'. For us, that means facilitating the transformation into independent thinkers who wake in the morning keen to see their friends and begin learning, and who on the way home are eager to answer the question, "What did you learn at school today?"

The After School Care Team

The After School Care team are a valued part of our school community providing a caring and fun environment for those 3-11 year old children who stay on at school after the formal part of the day has finished.

The team are responsible for planning a variety of engaging and creative activities to occupy and stimulate the children, often by sharing personal hobbies such as gardening or knitting! After School Care takes place in our Preparatory Divisions building, in a safe and secure space.

Staff are committed to ensuring that after school provision is of the very highest standard and we were proud to be graded 'Excellent' by the Local Authority in our last inspection.



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 Monday to Friday, from 3.00pm – 6.00pm, during term time only. Applications are welcome from individuals available to work any number of days per week. 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 After School Care Assistant works under the supervision and direction of their line manager, the After School Care Manager.

The After School Care Assistant works within a team of adults responsible for the care of children within school following the end of the school day. S/he will work to ensure that the best possible care is given to the children and that the range of appropriate activities is stimulating and fun. The After School Care Assistant will be involved in contributing to the After School Care programme in line with the aims and objectives of the School. The After School Care Assistant will be expected to undertake the following duties:

1. To oversee the planning and organisation of activities for children.
2. To prepare resources, equipment, materials and check, store and tidy at the end of the session.
3. To ensure that children are registered to the facility and signed out when they leave.
4. To supervise the children on their arrival, during the club, and when they leave the club
5. To assist with the preparation, serving, and tidying up of snack.
6. To assist children with changing before and after extra-curricular activities e.g. tennis, ballet.
7. To accompany children to/from clubs, in the school environment, and off school premises as directed.
8. To undertake first aid duties if a relevant First Aid at Work qualification is held.
9. To encourage fair and caring behaviour among the children.
10. To take part in staff development, INSET and training programmes.
11. To take part in the wider life of the School.
12. To carry out any other duties that may need to be covered during After School Care

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by Head of Preparatory Division and Head of Pre-Prep Division in support of the aims of the School. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission Statement & Ethos Statement of the School.

Job descriptions are subject to review annually and may change from time to time.

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		Have an NVQ Level 2/3, or equivalent, in child care
Experience	Have experience of working with children	Experience of independent preparatory education
Skills and Aptitudes	Excellent communication, organisational and management skills	
Disposition and personal qualities	Common sense and initiative Ability to relate effectively to primary aged pupils Have clear and balanced views about pastoral care and discipline Have an ability to recognise and respond to individual Pupil needs Ability to motivate others and work as part of a teams Flexibility to adjust to change and development	

Salary & Benefits

Salary

The salary range for this role is between £8.33 and £8.47 per hour, depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC12 and NHC13 on the New Hall Pay Scale C (full time equivalent salary range £17,332pa and £17,617pa, at September 2019 rates).

Holidays

The After School Care Assistant 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 After School Care Assistant 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. The letter of application should be addressed to Mrs Jeffrey, Principal, and include:

- Your understanding of the distinctive nature of the school and this role
- How your skills and experience meet the requires 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: Ongoing

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 467588 should you have any queries.

