

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of

# Head of Upper School (Years 9-11 Girls)

From September 2021 (earlier start possible)

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

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

A Catholic foundation and ethos, welcoming all









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:

## Head of Upper School (Years 9-11 Girls)

**Competitive salary: teaching £36,252-£53,542pa / non-teaching £28,271-£45,562pa**

This is an exciting, professional leadership opportunity, to join a strong pastoral team in one of the largest and most successful independent schools in the UK. The Head of Upper School has overall responsibility for the wellbeing of all day students of girls in Years 9-11. S/he supports and nurtures the Catholic ethos of the School and fosters the spiritual, academic, social and personal development of students to ensure that they achieve their potential.

The successful candidate will have experience of working in a senior school setting and the ability to relate effectively to students from diverse backgrounds. Applications from practising Catholics are particularly welcome.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. 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, Monday 18 January 2021**

**Interviews may take place on a rolling basis**

JOB ID: NH0172

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](http://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).

## 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 of Work

The normal working hours for a Head of Year are 8.00am-6.00pm, Monday-Thursday and 8.00am-5.00pm, Friday, in term time. Support staff are permitted a 1-hour, unpaid meal break each day.

Given the seniority of the post position you will be expected to work the hours necessary to fulfil the responsibilities of the post. We expect this will work out at an average of 40 hours per week over the course of a calendar year, but given the nature of the role, the hours of work may vary to those stated above.

## 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"



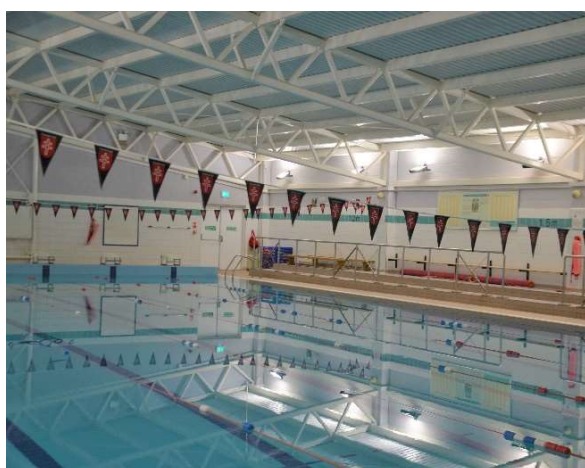
## Staff Facilities



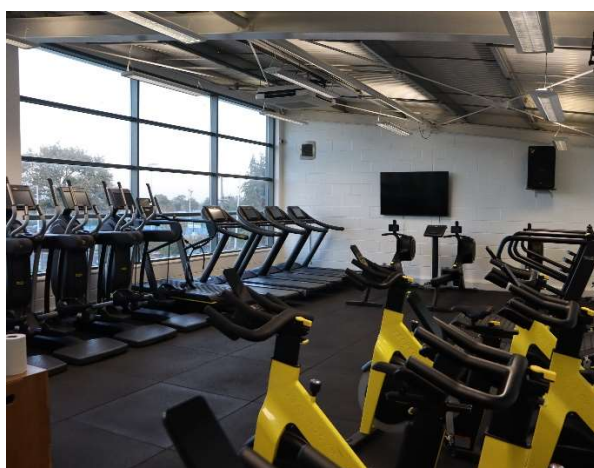
Staff Room



Denford Bar & Lounge (Staff & Sixth Form use)



Swimming Pool



Fitness Suite

# Pastoral Team (Preparatory & Senior Divisions)

## Senior Leadership



**Mrs Katherine Jeffrey**  
Principal



**Mr Andrew Fardell**  
Deputy Principal



**Julius Sidwell**  
Vice Principal  
(Boarding &  
Operations)



**Simon Trowell**  
Head of Preparatory  
Division



**Suzanna Minnis**  
Head of Girls' &  
Boys' Divisions,  
DSL



**James Alderson**  
Head of Sixth Form,  
DSL

## Heads of Year



**Mrs Josie Blom**  
Head of Years  
3-4



**Miss Amelia Allen**  
Head of Years 5-6



**Mrs Jacqui McGlynn**  
Head of Years 7-8  
Girls)



**Mr Gavin Bickersteth**  
Head of Middle  
School  
(Years 7-8 Boys)



**Mrs Rebecca Palmer**  
Head of Upper  
School (Years 9-11  
Girls)



**Mr Nathan Kerr**  
Head of Upper  
School (Years 9-11  
Boys)



**Mr Peter Kiddell**  
Head of Year 12



**Mr David Madge**  
Head of Year 13



## Student Support



**Mrs Jacquie White**  
Pupil Support Manager



**Mrs Angelique Steadman**  
Student Support  
Manager



**Mrs Denise Jones**  
School Counsellor

## Heads of Boarding



**Mrs Alice Addison**  
Head of Boarding  
(Hawley, Years 3-10  
Girls)  
& Teacher of Music



**Mr Jordan Meakin**  
Head of Boarding  
(Petre, Years 3-10  
Boys) & Acting  
Director of Music



**Mrs Kim Baird**  
Head of Boarding  
(Dennett, Years 11-  
13 Girls)



**Mr Damien Cummins**  
Head of Boarding  
(Campion, Years 11-13  
Boys) & Teacher of PE

## Chaplaincy Team



**Mr Tomiwa Agbongbon**  
Learning Support & Cover  
Assistant and Boarding  
Tutor



**Mr Matthew Benson**  
Teacher of Theology  
and Boarding Tutor



**Mr Paul Bray**  
Director of Studies



**Mr Andrew Fardell**  
Deputy Principal



**Fr Martin Hardy**  
Resident Priest Chaplain



**Mrs Katherine Jeffrey**  
Principal



**Miss Rebecca Jeffrey**  
Chaplaincy &  
Boarding Assistant



**Mrs Jacqui McGlynn**  
Head of Middle  
School (Girls), Lay  
Chaplain & Sacristan



**Mrs Bendicte Robinson**  
SENDCo, Subject Leader  
for RE and Assistant Lay  
Chaplain (Preparatory  
Divisions)



**Miss Maria Webb**  
Head of Theology



## Job Description

The Head of Year (HoY) is expected to support and nurture the Catholic ethos of the school, as outlined in the Mission & Ethos Statement and Aims of the School. S/he co-ordinates the spiritual, academic, social and personal development of each student and seeks to ensure that each student achieves his/her potential.

The HoY has overall responsibility for the well-being of all day students within the relevant year group/s. Responsibility for all boarders and flexi-boarders lies with the Heads of Boarding. The following HoY posts exist. The post holders form a key pastoral team:

- Head of Middle School, Girls' Division (Years 7-8)
- Head of Upper School, Girls' Division (Years 9-11)
- Head of Middle School, Boys' Division (Years 7-8)
- Head of Upper School, Boys' Division (Years 9-11)
- Head of Year 12
- Head of Year 13

The Heads of Middle School and Upper School report to the Head of Girls' & Boys' Divisions. The Heads of Year 12 and 13 report to the Head of Sixth Form.

Key responsibilities:

1. *Spiritual*
  - 1.1 To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies
  - 1.2 To promote Gospel values of trust and respect, in accordance with the Mission & Ethos Statement
  - 1.3 To ensure Tutors lead or facilitate daily prayer, when not in assembly
  - 1.4 To get to know the Catholic scholars within the relevant year group/s and to ensure they are making a meaningful and keen contribution to the Catholic life of the School e.g. chaplaincy, liturgy and collective worship.
2. *Academic & Pastoral*
  - 2.1 To monitor all academic matters related to the year group; to liaise with parents, as appropriate
  - 2.2 To maintain a visible presence during the school day, in classrooms and communal areas as required
  - 2.3 To be readily available and visible during the lunch break to meet with students
  - 2.4 To lead the relevant academic options process in conjunction with the Head of Girls' & Boys' Divisions and Head of Sixth Form
  - 2.5 To produce and circulate a list of students for whom there are current concerns on a weekly basis
  - 2.6 To attend HoY meetings
  - 2.7 To chair tutors' meetings
  - 2.8 To liaise with tutors, Learning Development staff and boarding staff (in the case of boarders)

- 2.9 To liaise with the Head of Girls' & Boys' Divisions, to formulate and deliver the PSHEE programme, organising visiting speakers
- 2.10 To liaise with Vice Principal (Curriculum, Growth & Innovation) regarding year group timetables; to handle any queries; to formulate the Study Timetable (in conjunction with Heads of Department (HoDs)) for the year group/s
- 2.11 To inform HoDs of the academic abilities of new entrants to the year group/s (using data from the Registrar) and to oversee the grouping arrangements
- 2.12 To plan and manage trips for the year group/s
- 2.13 To oversee the arrangements for the year group/s internal/external examinations, in conjunction with the Examinations Manager, as required
- 2.14 To liaise with Vice Principal (Curriculum, Growth & Innovation), tutors and HoDs, to identify those students who are underachieving, and to put in place strategies to improve their performance
- 2.15 To contribute to curriculum development by keeping abreast of any new developments
- 2.16 To ensure the smooth transition of the year group/ to the next stage of their education, e.g. by assisting with the subject options process
- 2.17 To advise the Head of Girls' & Boys' Divisions and Head of Sixth Form of suitability of students to continue with their education at New Hall or regarding Higher/Further education
- 2.18 To help organise any relevant promotional events for New Hall or regarding careers/educational options for the future, as required
- 2.19 To liaise with the Careers Officer with regards to careers provision, as required
- 2.20 To attend special events, e.g. concerts, drama performances, involving individuals or groups of students in the particular year group/s

### 3 *Social*

- 3.1 To establish a community spirit within the year group/s
- 3.2 To encourage the development of friendships
- 3.3 To implement effective anti-bullying procedures
- 3.4 To integrate boarders and day students, through social events and other activities
- 3.5 To nurture an atmosphere where students feel free to approach staff for help and to talk through any issues
- 3.6 To organise at least one social event for the year group/s each year

### 4 *Discipline*

- 4.1 To ensure all the students in the year group/s are familiar with the Code of Conduct and general expectations of behaviour; to encourage high standards of behaviour in relationships with other students and with members of staff
- 4.2 To work with tutors to ensure that students understand the necessity for school rules to enable the community to work effectively
- 4.3 To oversee matters of day-to-day discipline and to deal effectively with those who fail to meet the school's expected standards of behaviour
- 4.4 To monitor correct uniform and ensure students take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School

## 5 *Administration & Financial*

- 5.1 To be present in School from 8.00am-6.00pm, Monday-Thursday and 8.00am-5.00pm, Friday, in term time, in particular making good use of the time before and after school lessons to support students, and to liaise with parents, as set out in these HoY responsibilities
- 5.2 To assist with the supervision of HoY, Yellow Card & Red Card detentions
- 5.3 To monitor attendance and punctuality data and proactively act on any irregular patterns that develop
- 5.4 To liaise with parents regarding unnotified absence and with the Head of Girls' & Boys' Divisions and Head of Sixth Form regarding unauthorised absence
- 5.5 To write reports and maintain accurate records
- 5.6 To write references for students
- 5.7 To organise staff duties for the year group/s, as required
- 5.8 To induct new staff with regard to tutor activities
- 5.9 To organise year group meetings
- 5.10 To manage the budget allocated to the year group/s as required and liaise with other Heads of Year in the effective running of shared PSHEE and year group budgets
- 5.11 To contribute to the Performance Management process for Tutors

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

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. 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 particularly suit a candidate seeking career development and opportunities to develop leadership and management skills, in this dynamic and forward thinking school. In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
<b>Catholic Ethos</b>	To be able to give leadership in the spiritual and prayer life of the School and in moral and faith development	
<b>Education</b>	At least three A Levels, completed and passed, or their equivalent  Interest in life-long learning and reading	University graduate
<b>Experience</b>	Experience of working within a senior school setting	Experience of independent and/or boarding education and/or Catholic education  Experience of managing staff
<b>Skills and Aptitudes</b>	Excellent standard of written and spoken English, IT, organisational and management skills  Confidence in public speaking and ability to engage a teenage audience	Be able to contribute to the co-curricular life of the School
<b>Disposition and personal qualities</b>	An understanding of the importance of promoting and safeguarding the welfare of children  Willingness to participate enthusiastically in aspects of boarding school life  Common sense and initiative  Ability to relate effectively to students  Ability to motivate others and build teams  Flexibility to adjust to change and development	

# Salary & Benefits

## Salary

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%.

## 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 (teaching and boarding staff) and Heads of Year

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](mailto:hr@newhallschool.co.uk). The letter of application should be addressed to Mrs Jeffrey and include:

- Your understanding of the distinctive nature of the School and this role
- How your skills and experience meet the requirements in our person specification and job description
- Why you wish to apply for this role and what particular contribution you would make

Alternatively, you can send your application by post to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.

**Closing Date for applications is: Midday, Monday 18 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](mailto: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.

