

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Teacher of Classics Maternity Cover From January 2021

[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

**tes**

Independent  
School of the Year

**2016**







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, with effect from January 2021 a

## Teacher of Classics

**Maternity Cover**

**Competitive salary (Qualified Teacher range £30,439-£48,819pa), excellent benefits & CPD**

A well-qualified graduate and outstanding teacher is required, from January 2021, to teach Latin and Greek at GCSE and A Level. They will have proven expertise and a passion and enthusiasm to promote these subjects.

With both subjects growing in popularity, this is an exciting time to join our thriving Classics Department.

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.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. The successful candidate will have the opportunity to contribute to the curriculum and co-curriculum.

With a supportive team and an investment in training, this is an exciting time to be joining the School.

**Closing Date: 9.00am, Monday 28 September 2020**

**Interview Date: Week commencing 5 October 2020**

Excellent benefits • superb working environment • London Stratford 20 mins by train

JOB ID: NH0129

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

## 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 2016-19 SDP include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; New Hall Farm; a second Astroturf; 3G pitch; PE changing rooms; recreational and hospitality facilities; additional staff accommodation; and expansion of the Preparatory Divisions to 3-form entry.

Students aged 7-18 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 Classics Department

Classics is thriving at New Hall. Guided in their study of Latin and Greek by the Classics Department, our students have achieved great success at GCSE and A Level, with both subjects growing in their popularity throughout the School.

The Department aims to instil in its students a love for the ancient world, and to inspire each student to achieve the sum of their potential in the study of ancient languages and literature. The team comprises four teaching staff, all working to encourage each individual child, no matter their ability, to embrace the intellectual, cultural, and practical legacies bequeathed to us by our Roman and Greek forebears.

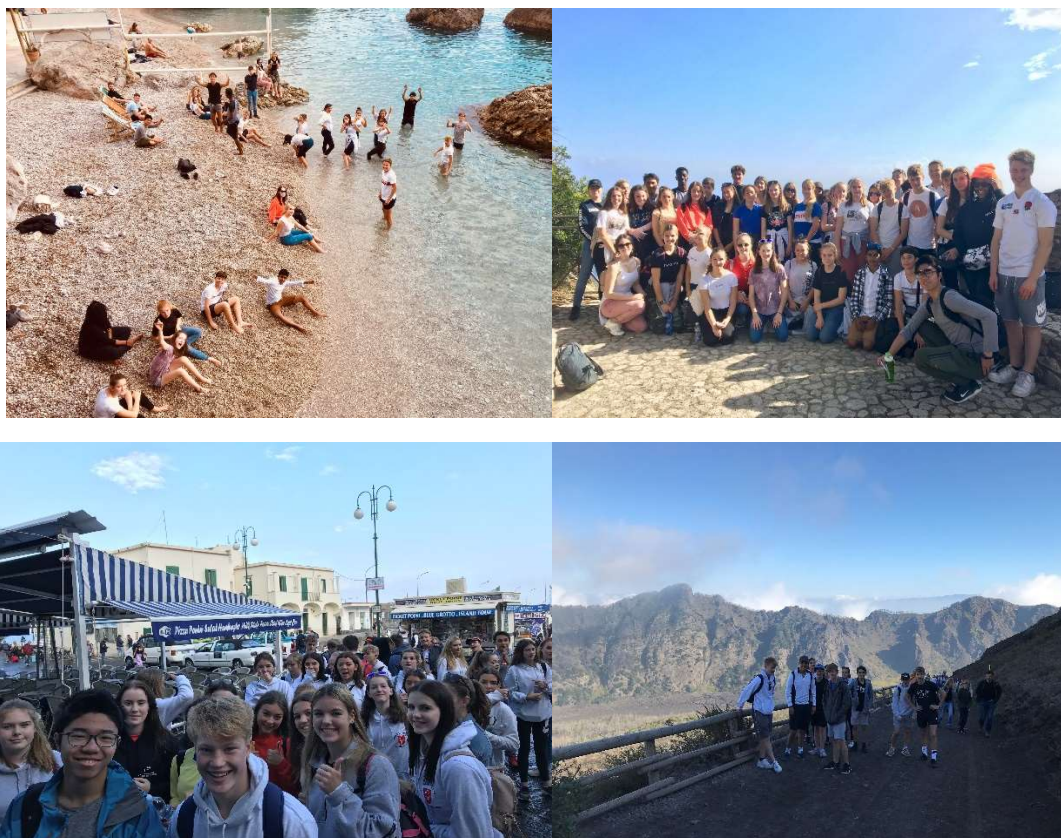
In Years 7 and 8, all students follow the *Cambridge Latin Course*, engaging with and learning the fundamentals of the Latin language while investigating the lives and experiences of people in Roman Italy, Britain, and Egypt. The *CLC* affords teachers a variety of approaches in the classroom, and learning is supported by an array of resources such as smartboards, online resources, and the students' iPads. In Year 9, Latin students move on to Cullen and Taylor's *Latin to GCSE* course, affording them a proper taste of study at Key Stage 4 while continuing to enjoy their exploration of Roman myth and history. Students in Year 9 also have the choice to study Classical Greek, exploring a variety of resources introducing myth, culture, and language, including Taylor's *Greek to GCSE*. All Latin and Greek classes in Years 7, 8, and 9 are co-educational.

At Key Stage 4, students who have elected to study Latin and Greek at GCSE follow the OCR specifications. Classical disciplines are a popular choice, with Latin and Greek groups in both the Boys' and the Girls' Divisions. Retention from Year 9 continues to be strong, and, of our 50 GCSE Latinists receiving their results in 2020, 40 achieved grades 7-9, while 12 of our 14 Hellenists did the same.

In the Sixth Form, students can opt to continue with their Greek or Latin studies. Classes are small but consist of highly-able students who are passionate about their subject. We have a tradition of gaining exceptional results at A Level (100% A\* in 2020), with a significant number of our classicists pursuing the subject at degree level, and several of those going up to Oxford or Cambridge.

Our successes through the Senior Divisions are built on great foundations. Indeed, all Year 6 pupils start to develop an appreciation of ancient culture, our classical heritage, and the Latin language, using *Minimus*. Latin is a fun and popular subject, as pupils are introduced to the language through an exploration of life in Roman Britain. All Year 6 students enter the *Minimus* Mythology Competition, and we had four winners in the 2020 iteration.





*New Hall students on the recent trip to the Bay of Naples (October 2019)*



Various competitions and other co-curricular opportunities all help the students in their learning beyond the classroom and are helping to maintain the Department's high profile. There are regular trips, for example, to Greece and Italy, as well as to sites within the UK. Students have also enjoyed the visits of several speakers, including Dr Michael Scott.

## Teaching at New Hall School

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

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

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

## What Staff Say

“Every child has a right to shine; it is our job to discover that talent and polish it”

“We advocate encouragement rather than pressure”

“At New Hall, children are encouraged to care and to treat others as they would like to be treated”

“We don’t have ‘colleagues’ - at New Hall you’re part of a family!”

“At New Hall we work together, sharing the same passion”

“The sense of community is built up through staff clubs such as staff choir, book club and dance classes, as well as staff vs Sixth Form sports fixtures”

“I love working in a place where I can be creative and make a real difference”



# Job Description

All teachers are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School.

Key responsibilities:

## 1. New Hall Teacher Standards

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

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

## 2. Within the Department

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

## 3. Within the School

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

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

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

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding 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. The School's Equal Opportunities Policy is available on the School's website.



## Person Specification

This full-time post would suit a committed and enthusiastic candidate wishing to develop their teaching of Classics in a supportive and well-resourced environment.

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>Education</b>	University graduate able to teach Latin and Greek to a high standard from Key Stage 3 to A Level	Qualified teacher
<b>Experience</b>	Experienced or newly qualified teacher, or recent graduate wishing to begin teacher training	Experience of independent and/or boarding education and/or Catholic education
<b>Skills and Aptitudes</b>	Excellent communication, IT, organisation skills	Candidates who are able to teach a second subject or offer help with coaching a sports team should state this in their application, giving details of second subjects, sports, and any coaching qualifications/willingness to undertake coaching training.
<b>Disposition and personal qualities</b>	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Initiative, drive and enthusiasm to inspire and develop students' interest in Classics</p> <p>Ability to work effectively within a team</p> <p>Willingness to participate enthusiastically in aspects of boarding school life</p> <p>Ability to relate effectively to students and to motivate them</p> <p>Flexibility to adjust to change and development</p>	

## Salary & Benefits

### Salary

New Hall School has its own salary scale up to a current maximum of £48,819pa (September 2019 rates). The Pay Scale for trainee teachers is £24,246-£28,265pa (NH1-3 at September 2019 rates). The Qualified Teacher range is £30,439-£48,819pa (NH4-15 at September 2019 rate).

### Sports teams

Contributions to the sporting life of the School by leading a team attracts a competitive remuneration package for weekend 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 16.48% (employer). New Hall Governors keep membership of TPS under review.

### Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

### Sports membership

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 (£25pa), which includes use of our 25-metre, 6-lane indoor swimming pool & 10 floodlit tennis/netball courts.

### Laptops

Teaching staff receive a New Hall laptop and iPad.

### School fee remission

Although there is normally no School fee remission for fixed-term contracts/maternity cover, should employment continue on a permanent basis the School's fee remission policy will apply. 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.

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

**Closing Date for applications is: 9.00am, Monday 28 September 2020**

**Interview Date: Week commencing 5 October 2020**

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.

