



# New Hall School

The Best Start in Life



Appointment of

## Teacher of Spanish & French

Closing date for application: midday, Monday 22 April 2024

Start date: September 2024

# Introduction

We are a pioneering school in the UK in our offering of DELE and DELF language diplomas alongside GCSE and A Level. This enables students to learn Spanish and French in a more pragmatic and practical manner and provides a range of options to enable all students to fit the study of language with their other choices.

## Salary & Benefits

### Salary

New Hall School has its own salary scale. The salary range for this role is £32,000pa-£59,500pa (T1-12).

### Hours of Work

There may be occasions where you are required to work additional hours for the proper performance of your duties, taking account of the nature of the work in an independent boarding school. A degree of flexibility is required.

For example, teachers are expected to:

- be in School from 8.00am to at least 4.30pm each day, with two days working until 6.00pm
- run one after-School co-curricular club
- attend after-School staff meetings that may run until 6.00pm
- undertake boarding duties on a rota (currently one duty per term, on a Saturday/Sunday, usually for half a day)
- attend after-School Parents Evenings (until around 8.00pm), Prize Giving, Open Days, Exhibition Day, Taster Days and INSET (staff training) days

### 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.

### 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.

### School fee remission

School fee remission for staff children is granted 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. If your child is aged 11-18 and joins New Hall Senior Divisions, there is a reduction of two thirds of the day fees. There is no staff fee remission for New Hall Nursery/Pre-School (ages 1-4).

### Lunch in term time

Currently, all staff are permitted lunch without charge in term time. This is subject to annual review.

### **Sport 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.

### **Sport club membership**

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. 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**

New Hall is committed to promoting the digital literacy of our students. All teachers are provided with a School laptop and iPad to aid their delivery of lessons and students in Years 3-13 have a School iPad.

### **Accommodation**

School accommodation may be available to rent.

# Job Description

## Key responsibilities:

### 1. Catholic Life

- 1.1. to support and to contribute to the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School
- 1.2. to facilitate class prayer and year group Masses and to encourage the singing of hymns in assemblies
- 1.3. to be aware of and contribute to the School Development Plan and to promote the strategic aims of the School

### 2. New Hall Teachers' Standards

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

- 2.1. to set high expectations which inspire, motivate and challenge students
- 2.2. to promote good progress and outcomes by students
- 2.3. to demonstrate good subject knowledge and curriculum knowledge
- 2.4. to plan and teach well-structured lessons
- 2.5. to adapt teaching to respond to the strengths and needs of all students, including ensuring EAL, SEND and MAT students are supported in lessons
- 2.6. to make accurate and productive use of assessment
- 2.7. to know how to assess relevant subject and curriculum areas, including formative and summative assessment
- 2.8. to mark books to a high standard, ensuring regular and constructive feedback
- 2.9. to manage behaviour effectively to ensure a good and safe learning environment

### 3. Co-Curriculum

- 3.1. to take a significant role in the Spanish and/or French Department co-curricular programme
- 3.2. to take an active role in Spanish and/or French Department trips and events

### 4. Curriculum

- 4.1. to maintain and develop a sound knowledge of their subject area, including developments in the teaching of that subject; to bring to the attention of appropriate people INSET needs and opportunities
- 4.2. to deliver and clearly communicate 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)
- 4.3. 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)
- 4.4. 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)
- 4.5. to initiate and support cross-curricular and cross-divisional links
- 4.6. to contribute to the promotion of the Department (e.g. through displays and Open Mornings)



## **5. Pastoral and Health & Safety**

- 5.1. to work co-operatively to create a safe, purposeful and positive working environment for students and staff
- 5.2. to promote and safeguard the welfare of students by ensuring compliance with the Safeguarding & Child Protection Policy at all times
- 5.3. to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL)
- 5.4. to comply with the Health & Safety policies and Medical & First Aid policies and procedures and to co-operate with colleagues to achieve high standards of health & safety
- 5.5. to be a Form Tutor, overseeing the pastoral care of the students and acting as the primary contact for parents of the tutor group
- 5.6. to teach elements of the PSHEE programme to your tutor group
- 5.7. to ensure a smooth transition for new students joining your classes/tutor group

## **6. Staff**

- 6.1. to foster good working relationships based on care, trust and respect
- 6.2. to take responsibility for the management of other adults in the classroom

## **7. Communication**

- 7.1. to communicate effectively with prospective and current parents and to promote good relationships with parents

## **8. Community Outreach**

- 8.1. to support our sponsored primary school, Messing Primary School, by sharing joint INSET
- 8.2. sharing good practice and resources
- 8.3. to support New Hall Voluntary Service (NHVS) and other charitable work of the School
- 8.4. to support New Hall Parent Association (NHPA) events
- 8.5. to strengthen the School's reputation and profile as a leading School of its type

## **9. Finance & Sustainability**

- 9.1. to seek to ensure value for money
- 9.2. to consider sustainability and to minimise waste
- 9.3. to contribute ideas for cost saving initiatives

All teachers are expected to be in School from 8.00am to at least 4.30pm each day, with two days working until 6.00pm; to attend and contribute to assemblies; and to 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 & Child Protection Policy and Procedures 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.

## Person Specification

This role would suit:

- an experienced or Early Career teacher wanting professional experience at a large, diamond model, independent school
- a teacher wanting experience in a boarding school

	Essential	Desirable
<b>Education</b>	University graduate (or equivalent) with an ability to teach Spanish to A Level and French to at least Key Stage 3	Qualified Teacher Status
<b>Experience</b>	Experienced or Early Career Teacher	Experience of independent and/or boarding education and/or Catholic education  Experience of marking or moderating for public examination boards and/or the preparation of students for examinations (e.g. tutoring)
<b>Skills and Aptitudes</b>	Excellent communication, IT and organisational skills	Candidates who are able to teach a second subject or offer help with coaching a Sport team should state this in their application, giving details of second subject, sport, and any coaching qualifications/willingness to undertake coaching training
<b>Disposition and personal qualities</b>	Understanding of the importance of promoting and safeguarding the welfare of children  Initiative, drive and enthusiasm to develop students' interest in languages and to create opportunities for them to practise their language outside of the classroom (e.g. through residential trips)  Willingness to participate enthusiastically in aspects of boarding school life  Ability to relate effectively to students and to motivate them  Flexibility to adjust to change and development	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. The Equal Opportunities Policy is available on our website.

## The Spanish & French Departments

Building a love of language and an understanding of different cultures is at the heart of New Hall. 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. Furthermore, from 2023, the opening of our new Languages and Cookery suite has facilitated the introduction of our new “Learning Language through Food” initiative. Students receive cookery lessons based around the national cuisines of Spain and France, and delivered by our language teachers, with support from the Cookery Assistants, in the target language. This practical approach has been extremely popular with students and provides a unique career development opportunity for our languages staff.

Our Spanish and French Departments are made up of a team of dedicated and passionate teachers,



which include native speakers of both languages. Teachers are supported by enthusiastic Language Assistants, who primarily work with our GCSE and A Level students. Boarders at New Hall benefit from having subject specialists working within the Boarding Houses, which provides additional support for our Language students.

Alongside our provision for Spanish and French, we have a Teacher of Chinese, who takes a lead role within the Language & Culture sessions that we run in the Nursery and Pre-Prep Divisions, and who prepares our Chinese native speakers for their GCSE and A Level Mandarin examinations.

Students at New Hall are a delight to teach; and you can truly “teach”, using your full repertoire of strategies to engage and challenge. They are charming and funny but are, at the same time, focused on achievement. Due to our large boarding community, New Hall has a broad international student intake, including Spanish and French students. This creates an atmosphere of intercultural understanding and support for the study of other languages.

## **FACILITIES**

The Modern Languages Department has 5 dedicated classrooms housed within Priory Court, a purpose-built, modern building that has the latest technology, which is extensively used in lessons. All students from Year 3, and staff, are provided with a School iPad. These are used to great effect in language lessons; textbooks are online and interactive, and we also use a range of apps and websites to supplement language-learning.



Our state-of-the-art, newly purpose-built cookery room is the perfect example of what makes New Hall different. Regularly, our classes are taught while cooking in the target language. This is also the perfect location to practise role-play activities, between customers and waiters, and to promote independence and resilience. Needless to say that such lessons are proving extremely popular!

## **LANGUAGES IN THE CURRICULUM**

Both the Spanish and French Departments pride themselves on offering a curriculum that is relevant to students, focusing on developing their communication skills and enabling them to approach speaking the language with confidence in real situations. Within the curriculum, there are many opportunities for both linguistic and cultural development. These give students a better understanding of the languages they learn, within the context of the culture and society in which they are spoken.

At New Hall, a child's journey through language begins with our Language & Culture sessions across the Nursery and Pre-Prep Divisions. These sessions are delivered by the class teachers with support from specialist language staff across a range of languages, including Spanish, French and Mandarin. From Year 3 within the Preparatory Division, we begin French lessons taught by specialist teachers, and we then introduce Spanish lessons from Year 5. The teachers within our Spanish and French Departments lead these sessions and this provides another rewarding career development opportunity.

In Year 7, we ask students to select either Spanish or French as their main language, which they will continue until at least the end of Year 9. At the start of Year 8, our more able linguists are able, and encouraged to, study both languages on timetable. In Year 10, students begin their GCSE Options with both Spanish and French proving popular each year. Within the Sixth Form, both Spanish and French are available as A Level subjects. We offer the Edexcel GCSE and A Level specifications in both subjects.



Our innovative approach to the study of languages, and our desire to encourage students to use languages 'in real life', has led to the development of the teaching and examination of DELF and DELE Diplomas. These Diplomas run alongside our main GCSE and A Level provision and are designed to help students understand and use Spanish and French in a variety of situations. Awarded by the relevant Spanish/French government bodies, the Diplomas are available at levels from A1 (beginner) to C2 (master). We enter students for the level that best matches their ability, and the examinations can be sat at various points in the academic year; the courses are flexible and designed to nurture the students' independence and resilience.

### **LANGUAGES IN THE CO-CURRICULUM**

Outside the classroom, students can participate in Academic Societies and enrichment activities, such as the Soirée Française and the School-wide Hispanic Week in April/May. Subject prefects are encouraged to foster a love of language-learning in younger students and enjoy supporting clubs and lessons in the Preparatory Divisions.



Students at New Hall also have many opportunities to practise their languages in situ and we are very proud of the wide range of co-curricular visits we offer. These include:

- All Year 6 pupils attend a language and activities week in Normandy
- Year 7 students studying French spend five days in Paris, including a visit to Parc Asterix
- Year 9 students studying French and/or Classics are given the opportunity to spend a week in Nimes and Arles
- Year 9 students studying Spanish are offered the opportunity to spend five days in Seville, including cultural activities and language lessons
- Year 10-13 students attend a full immersion language study trip in Montpellier or Nice
- Year 10-13 students have the chance to spend five days in Salamanca/Valencia for a full immersion language study trip

## **ALUMNI AND UNIVERSITY DESTINATIONS**

Students who study Modern Languages at New Hall go on to have wide-ranging careers; some also choose to come back to New Hall to train to become Modern Languages teachers! Students who have chosen to continue their linguistic endeavours beyond New Hall have enjoyed successes at a range of Higher Education institutions. In recent years, our students have graduated from the following courses:

Spanish and Russian, University of Cambridge; First Class

Spanish and Italian, University of Kent; First Class

French and Spanish, University of Exeter; First Class

French and Spanish, University of Bristol, First Class

## **ACHIEVEMENTS AND AWARDS**

At New Hall, despite the raising of grade boundaries, our GCSE results in Spanish and in French are bucking the national trends. In 2023, at GCSE, 22% of our students achieved grade 8+ in Spanish, with 39% at 7+. In French, 30% of our students achieved grade 8+, with 47% at 7+.

At A Level in 2023, results were also impressive, with 2 out of 7 students achieving an A\* in Spanish and 60% of all students achieving A\* in French.

Alongside these more traditional routes, our language Diplomas have become increasingly popular with large numbers passing the A2/B1 levels and one student even reaching the C1 level in DELF.

## **DEPARTMENT CONTACTS/SOCIAL MEDIA**

For more information about our Spanish and French Departments, please contact either:

Mrs Wilson, Head of Spanish: [c.wilson@newhallschool.co.uk](mailto:c.wilson@newhallschool.co.uk)

Mr Boudon, Head of French: [d.boudon@newhallschool.co.uk](mailto:d.boudon@newhallschool.co.uk)

Instagram: @newhall\_languages

You can also find out what our A Level and DELF students say about French and the French Department at New Hall School here:

<https://youtu.be/GpxHn9kgmfg>

## Working at New Hall

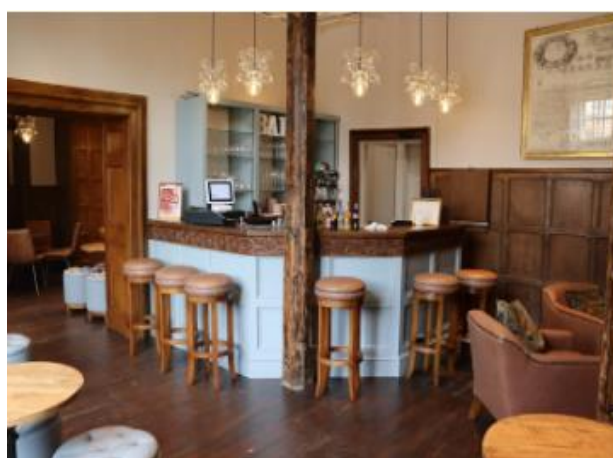
New Hall provides the opportunity to work in a stunning, Grade I listed historic setting. With a staff of around 300, many of whom consider the School 'home', New Hall offers a fast-paced, varied and rewarding environment in which to work.



*Views of New Hall (above left) and the staff room (above right), located in the main School building*



*Indoor swimming pool (above left) and Fitness Suite (above right), available for staff use*



*Denford Bar & Lounge (above), available for staff use*



# Living in Chelmsford

## Some of the many benefits of living in Chelmsford

Chelmsford is a thriving city stretching across 132 square miles with a population of around 120,000 people. It was voted the Sunday Times 'Best place to live in the East' in 2018 and was listed as one of the top ten best places in the East of England in 2019.

Centrally located in Essex, Chelmsford is within easy reach of many miles of coastline, from Southend to Harwich, as well as varied countryside. Essex also holds the record as the driest place in the UK!

### **Culture and entertainment**

There are no fewer than three theatres in Chelmsford: The Civic, The Cramphorn and The Old Court, providing a mix of music, drama, comedy, dance, talks, and lectures for all ages. Chelmsford City Museum collections include fine art, geology, industrial and military artefacts, housed at Oaklands House which sits within the award-winning Oaklands Park.

Hylands Estate, a prestigious Grade II\* listed public park and neo-classical villa, is open to the public and holds seasonal music and theatrical events as well as farmers' and crafts markets, flower shows, and food festivals.

For movie-goers there is an 8-screen Odeon cinema and a comfortable Everyman, both in the city centre.

### **Cathedrals**

Chelmsford Cathedral, an oasis of calm in the bustling city, offers regular worship opportunities in a beautiful building that dates back to the 13<sup>th</sup> Century boasting two organs and many specially commissioned pieces of art. Brentwood Cathedral, 15 minutes down the A12, celebrates Mass daily as well as promoting music events.

### **Shopping**

A pedestrianised High Street, two shopping malls and the upmarket Bond Street area – including John Lewis - offer many shopping opportunities. There is also a daily market and Saturday market in the city centre. Further shopping can be found at several retail parks around the city.

### **Sport**

The beautiful Hylands and Oaklands estates offer walking, cycling, and running opportunities and Chelmsford has a Sport and Athletics Centre in the Melbourne area of the city. The Riverside Centre has a 25m swimming pool, as well as an ice rink.

Further afield, Chelmsford City Racecourse holds regular meeting and events, and skiers can take advantage of Brentwood's dry ski slope.

### **Eating out and local food**

Food lovers are well catered for in Chelmsford, with an excellent range of local restaurants including The Lion Inn at Boreham, the Bib Gourmand winning Galvin Green Man in Great Waltham, Mrs Salisbury's tea rooms in Maldon, and The Wine Cellar on Duke Street.



For local farm produce, look no further than Lathcoat's Farm in Chelmsford, Jamie's Fruit & Veg in Danbury, Tiptree Jam Factory, and the White Elm Garden Centre & Tea Room, Bicknacre.

### **Transport links**

Chelmsford is just 35 minutes on the train from London and a new rail station at the foot of New Hall's Avenue is due to open in 2024/5 giving even easier access to the capital.

A video about the road and rail infrastructure can be viewed [here](#).

The Crossrail connection at Shenfield (15 minutes' drive down the A12) offers transport across London to Heathrow or Berkshire. For travel further abroad, London Stansted airport is 30 minutes' drive from Chelmsford and both Southend and London City airports are also close by.





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