

Founded 1642



New Hall School

The Best Start in Life



Appointment of Part Time Paramedic/EMT (Term time only)

newhallschool.co.uk

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

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. Founded in 1642, New Hall School is one of the oldest Catholic schools and the largest Catholic boarding and 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 2020.

At New Hall we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Division (ages 3-11), single-sex education in the Boys' Division and Girls' 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 from age 11-16. The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which boys and girls learn.

New Hall School was awarded Independent School of the Year for 2016 in the Times Education Supplement school awards, and Financial Initiative of the Year (2016) for our Green Travel and Transport Strategy. New Hall was assessed as outstanding in its 2013 Diocesan and 2014 (Boarding) inspection, and as 'excellent' (the highest category) in its 2016 ISI inspection.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of two new junior boarding houses (ages 7-13) and a new Sixth Form Centre, in 2016-19 there will be significant investment in: digital technologies; sport; recreational facilities; 'Forest School' provision; staff accommodation; Chaplaincy; a new Pre-Prep Division building (opening in 2018); expansion of the Preparatory Division to 3-form entry; and planning for a new STEM Centre.

Students can board from ages 7-18 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, together make New Hall a wonderful place to be educated.

At New Hall, the ethos is inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. The school welcomes all who support its ethos.

New Hall's Mission and Ethos

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 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

The Health Centre

The Health Centre is located in the main school building, at the heart of the school and adjacent to the school Chapel.

The New Hall School Health Centre is staffed by a Health Centre Team who provide medical and first aid care for the boarding and day students as well as staff and visitors who may need medical assistance during the school day. Medical care of all students at New Hall is provided by the School Medical Officer who is an NHS GP from a local surgery in Chelmsford.

The Health Centre has 4 in-patient beds, toilet and showering facilities. There is a staff room for when a member of staff has to care for a boarder overnight. During the day, students will be assessed by one of the team in the treatment room. There is a small kitchen where light meals can be prepared. The staffing currently comprises of a Health Centre Manager & EMT, Resident Paramedic, Medical Secretary and a Domestic Assistant. The Medical Officer runs a surgery twice a week in the Health Centre.

The Health Centre team have responsibility for the health and welfare of all students. There are approximately 250 boarding students, and a further 600 day students in the Senior School. The Preparatory School operates its own medical provision with a Paramedic but is overseen by the Health Centre Manager. The Health Centre staff play a central and vital role in the school community, and the Health Centre Team are expected to pro-actively manage effective health promotion within the school community. They do this by communicating regularly with students, boarding and pastoral staff, and by providing health and dietary education and advice through informal presentations and the school's PSHEE programme.



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. Before students arrive, the academic year begins with a pre-term staff and family barbecue

As a boarding school, we are 'home' to many students and staff. There are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment, in beautiful surroundings.

Staff tell us they greatly value the additional benefits provided, such as the use of the sports facilities – and the complimentary restaurant-quality lunch each day!

Hours

The working hours for this role will be 8.00am to 4.30pm Wednesday and Thursday, during term time only. All staff are required to attend relevant INSET (staff training) days.

Additional hours are available for those wishing/able to work on Saturdays to provide medical cover during our sports fixtures.

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; 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 School Paramedic/EMT reports to the Health Centre Manager & Resident EMT and is accountable to the School Medical Officer and the Head of Boarding.

1. Medical Care of Students

- 1.1 To attend to the clinical and pastoral needs of all who come in to the Health Centre for short term treatment, or admission
- 1.2 To communicate as appropriate with parents and those who have care of students (i.e Housemaster/mistress & Heads of Year) and to actively support the boarding aims and objectives
- 1.3 To be aware of, and implement, routine procedures as outlined in the departmental handbook
- 1.4 To arrange for students to be taken to hospital or other external appointments if required
- 1.5 To provide medical care and support medical plans implemented by the School Medical Officer
- 1.6 To support the effective operation of GP surgeries
- 1.7 To register new boarders with the local surgery as required
- 1.8 To ensure that all new boarders have medicals at the earliest opportunity
- 1.9 To ensure comprehensive notes and records are made in relation to incidents/accidents, and reported to relevant staff as necessary within the appropriate confines of confidentiality
- 1.10 To create and/or implement existing care plans for students with specific health care needs and to support and monitor non-qualified staff in the safe and effective delivery thereof
- 1.11 To actively support the holistic well-being of all students

2. General

- 2.1 To provide clinical care to anyone in need on school premises
- 2.2 To assist in the delivery of health education topics to support the school's PSHEE programme.
- 2.3 To assist and support the Health Centre Manager/Resident Paramedic as required
- 2.4 To liaise with the School Medical Officer
- 2.5 Paramedics within HCPC guidelines and EMT IHCD.
- 2.6 To keep accurate records, ensuring that the Medical Records System is up to date
- 2.7 To liaise with Senior School Teachers regarding care of the students

2.8 To respond to emails promptly

3. Sports Fixtures

3.1 To provide first aid for home Sports Fixtures which take place during the week

3.2 To provide additional cover on Saturdays (if relevant)

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 in support of the Aims of the School. Job Descriptions are subject to annual review.

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.

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, for example, in the Mission Statement of the school

	Essential	Desirable
Education	HCPC Paramedic/IHCD EMT	First Aid at work/First Aid Instructor Certificate
Experience	1 year post paramedic registration/ 2 years post EMT qualification Evidence based practice	Experience of working in education/boarding education Experience in paediatrics or working with children Experience of working in A&E Experience of sports injury care
Skills and Aptitudes	Excellent communication and organisational skills Ability to work in a team and on own The ability to use nursing skills in a multi-disciplinary environment A full UK driving licence and use of a vehicle	
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Willingness to participate enthusiastically in all 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

The salary scale for the role is between £7,746.90pa and £10,309.46pa. This is between NHC29 to NHC39 on the New Hall Pay Scale C (fte. £28,115pa to £37,415pa at September 2019 rates). Depending on qualifications and experience, together with the generous benefits detailed below.

Holidays

The School Paramedic/EMT will be entitled to take as holiday all published school holidays, as published in the School Calendar, except for staff training (INSET) days.

Bank Holidays and Saturdays

The School Paramedic/EMT will 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

Meals

Staff are provided with lunch and break time refreshments during term time.

Sports Membership

Staff are entitled to free membership of the school fitness suite which comprises a large 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 should be sent, via email, to hr@newhallschool.co.uk, along with a letter of application addressed to Mrs Katherine Jeffrey, Principal.

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, 21 June 2019

Interview Date: Week Commencing 24 June 2019

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 should you have any queries.

