

Founded 1642



New Hall School

The Best Start in Life



Appointment of

Teacher of French & Spanish

Closing date for application is:

Midday, 27 September 2021

The Modern Languages Department

The language provision at New Hall begins in our Pre-Prep through a Languages & Culture programme, delivered by the Department. Within the Preparatory Division, pupils then receive French and Spanish lessons, taught by specialist teachers. Our French and Spanish Departments conduct these lessons, providing a rewarding career development opportunity for our language teachers.

Prior to entry into the Senior Divisions in Year 7, students choose between French and Spanish and then study this language option until the end of Year 9. From Year 10, both French and Spanish are available as GCSE options, with the majority of Year 10 students opting to study a language. Our more able linguists are encouraged to pick up a second modern language in Year 8, and both French and Spanish are available on timetable to this group thereafter. Both French and Spanish are also available at A Level.

On top of this provision, we have introduced the DELF and DELE language diplomas to provide regular, attainable and aspirational points of achievement for our students. By providing our students with access to the differentiated levels of these courses, we are preparing for the use of language beyond the classroom.

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. to set high expectations which inspire, motivate and challenge students
- 1.2. to promote good progress and outcomes by students
- 1.3. to demonstrate good subject knowledge and curriculum knowledge
- 1.4. to plan and teach well-structured lessons
- 1.5. to adapt teaching to respond to the strengths and needs of all students and to ensure EAL, SEND and MAT students are supported within lessons
- 1.6. to make accurate and productive use of assessment
- 1.7. to know how to assess relevant subject and curriculum areas, including formative and summative assessment
- 1.8. to mark books to a high standard and to ensure regular and constructive feedback is given
- 1.9. to manage 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; to contribute to the Department Development Plan as appropriate
- 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); to facilitate class prayer; to ensure students are accurately registered; to deliver PSHEE lessons; and to act 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 & 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 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 suit an ambitious, well-qualified graduate or experienced teacher. Training will be provided for those starting their career or making a career change. Candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school.

	Essential	Desirable
Education & Training	University graduate with an ability to teach French and Spanish to A Level	Qualified Teacher Status Ability to teach the DELF and/or DELE language Diplomas
Experience	Experienced or newly qualified teacher, or recent graduate wishing to begin teacher training	First language skills (or equivalent level) of French or Spanish Experience of independent and/or boarding education and/or Catholic education Experience marking or moderating for public examination boards
Skills and Aptitudes	Excellent communication, IT and organisational skills	Candidates who are able to teach another subject on the New Hall curriculum or offer help with coaching a sports team should state this in their application, giving details of subjects, sports, and any coaching qualifications
Disposition and personal qualities	An understanding of the importance of promoting and safeguarding the welfare of children Willingness to participate enthusiastically in aspects of boarding school life Initiative, drive and enthusiasm, to develop students' interest in languages Ability to relate effectively to students and to motivate them	

	<p>Flexibility to adjust to change and Development</p> <p>Willingness to create opportunities for students to practise their language outside of the classroom (e.g. through residential trips)</p>	
--	---	--

School Tour

Click [HERE](#) to view our Open Day virtual tour.

Salary & Benefits

Salary

New Hall School has its own salary scale up to a current maximum of £49,307pa (September 2021 rates). The range for a Qualified Teacher of French & Spanish is £38,771-£49,307pa (NH7-15 at September 2021 rate).

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.

Accommodation

School accommodation is available to rent for a successful candidate willing to also take on a role as a Boarding Tutor.

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. 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/ren 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.

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.

Sport membership

As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sport Club, 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

Teaching staff receive a New Hall laptop and iPad.



hr@newhallschool.co.uk | | 01245 467 588
 New Hall School, The Avenue, Chelmsford, Essex CM3 3HS