

Founded 1642



New Hall School

The Best Start in Life



Appointment of

House Matron (Sixth Form Boys)

Closing date for application is midday, Monday 15 April 2024

Start date: September 2024

Introduction

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.

The House Matron (HM) is a residential member of boarding staff, reporting to the Head of Boarding (HoB) for the Boarding House to which they are assigned. The HM will report to the HoB on matters relating to the wellbeing of boarders and the fabric of the House.

Salary & Benefits

Salary

The salary range for this role is currently £26,000pa-£28,000pa (S2-4).

Hours

The working hours, in term time, are typically as follows:

- Three weekdays and Saturdays: 1.00pm-10.00pm (with a one hour unpaid break)
- Sundays: 10.00am-noon and 5.00pm-7.00pm

The HM supports the HoB and AHoB in the preparation of the House for the start of term and the clearing of the House at the end of term. Up to two working days should be allowed before the start of term and one day before the start of a half term. After the official end of term, the HM should remain for up to two working days. One day is required at the end of a half term. At the beginning of the academic year, it is expected that the HM will return three working days before staff INSET commences to assist in the preparation of the House.

The remainder of the School holidays are taken, as published in the School calendar, as holiday with pay.

Bank Holidays

The HM will be required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May.

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 4%.

Accommodation

It is a requirement of the role that the HM resides in School accommodation for the proper performance of their duties.

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. The School will fully fund BSA or CCRS qualifications.

Meals

Currently, all staff are provided with lunch without charge during term time. This is subject to annual review. As a residential member of staff, the HM is invited to have breakfast, supper and weekend meals with boarders during term time, which will be without charge in lieu of the supervision and pastoral care provided.

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

IT Equipment

You will receive a School laptop and iPad for work purposes.

Please visit <https://www.newhallschool.co.uk/boardings/> for further information and videos about our Boarding Houses.



Job Description – House Matron

This is an important role in the largest Catholic independent boarding & day school in the UK. The House Matron (HM) is expected to understand and be prepared to commit to the Catholic ethos of the School. The HM will possess patience, empathy and understanding in order to provide the very best of care to our boarders.

The HM will provide pastoral care to boarders, sharing in the responsibility for the physical, social and emotional wellbeing and presentation of boarders in the House. They will also contribute to establishing a 'home' environment for boarders through the routines of the House.

Key responsibilities:

1. Leadership and Management

- 1.1 to assist the HoB and Assistant Head of Boarding (AHoB) in ensuring that the House has an outstanding character and quality of pastoral care and that all members of the House team support this vision
- 1.2 to assist the HoB and AHoB in ensuring that the House exceeds the National Minimum Standards for Boarding (NMS)
- 1.3 to support the HoB and AHoB in raising the profile of boarding through building a House identity within the wider School community, finding ways to recruit and retain boarders
- 1.4 to attend School social occasions, to meet with boarders' parents, including at the beginning and end of terms

2. Spiritual

- 2.1 to support the Catholic ethos of the School (training, including for the Catholic Certificate in Religious Studies, can be provided)
- 2.2 to be a visible presence at the weekly Sunday Mass, as well as other School/Tutor Group Masses, as required
- 2.3 to support opportunities for spiritual growth and development e.g. prayer, reflection and collective worship together with the House team and members of the Chaplaincy team

3. Social and Behaviour

- 3.1 to assist the HoB and AHoB in establishing a community spirit and family atmosphere within the House, based on care and understanding
- 3.2 to assist the HoB and AHoB in ensuring that all boarders are aware of the Code of Conduct and adhere to high standards of behaviour and courtesy at all times
- 3.3 to ensure a smooth transition for new students
- 3.4 to foster an inclusive environment, with good integration between students of different nationalities and cultural backgrounds
- 3.5 to promote equality and diversity and care and respect for all, challenging inappropriate behaviour and attitudes e.g. racism, sexism

4. Personal Development & Wellbeing

- 4.1 to ensure boarders have a consistently high standard of dress (including polishing shoes) and that there is compliance with uniform expectations
- 4.2 to be available for boarders, supporting their routines
- 4.3 to make regular inspections of rooms
- 4.4 to ensure laundry is done regularly and boarders' items are named and in good order, making minor alterations and repairs
- 4.5 to eat supper with boarders (when working), encouraging boarders to establish healthy eating patterns and to take responsibility for their health in conjunction with the HoB, AHoB, and Health & Wellbeing Centre staff
- 4.6 to encourage boarders to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School
- 4.7 to report any concerns about the conduct or behaviour of a boarder to the HoB and/or AHoB

5. Cleaning

- 5.1 to work with Cleaning staff to clean indoor and outdoor areas relating to the House, including bath/shower rooms and toilets
- 5.2 to undertake deep cleaning
- 5.3 to assist with critical incident response and wet vacuuming
- 5.4 to recover lost property and return to agreed point
- 5.5 to work with the HoB and AHoB to ensure the House is fully prepared for the start of terms
- 5.6 to log maintenance requests
- 5.7 together with the Porters, to ensure the House is prepared for holiday courses, lettings and/or maintenance requirements

6. Safeguarding

- 6.1 to be familiar with the School's policies and procedures on Safeguarding & Child Protection, and regulatory guidelines
- 6.2 to be alert to protect boarders from child-on-child abuse
- 6.3 to liaise with external visitors to the House such as delivery firms, contractors, meter readers and others, whose necessary periodic access to the House must be supervised for safeguarding reasons

7. Security and Health & Safety

- 7.1 to share in the responsibility for the health and wellbeing of each boarder, ensuring correct recording of medical information, liaising with the Health & Wellbeing Centre
- 7.2 to complete designated Health & Safety checks and Risk Assessments
- 7.3 to assist in maintaining the security of the House, i.e. locking the House and closing windows at the end of the day
- 7.4 to be vigilant regarding on-site security and to approach adults without lanyards on site unless attending a School event
- 7.5 to be familiar with the fire safety procedures of the House and to support the Fire Marshal in the event of an alarm or fire

8. Administration

- 8.1 to maintain excellent communication with parents
- 8.2 to ensure all paperwork is completed in line with the NMS
- 8.3 to know who the Scholars and Award holders are within the House and to forward to the relevant member of staff information about progress and successes/achievements, which may be relevant for the Scholar report
- 8.4 to assist the HoB and AHoB with keeping a daily record for the House
- 8.5 to assist with the updating of noticeboards and displays in the House
- 8.6 to assist with travel arrangements, acting as chaperone for medical visits

The HM will reside in accommodation on site, in either a 1 or 2-bedroomed flat within the Boarding House or on the School site. New Hall has recently undertaken a comprehensive programme to upgrade and refurbish boarding and residential accommodation.

The HM will be provided with the following training: Safeguarding & Child Protection; First Aid; Food Hygiene; Fire Safety; Data Protection; Control of Substances Hazardous to Health (COSHH).

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.

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 School's Equal Opportunities Policy is available on our website.

Person Specification

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
Catholic Ethos	<ul style="list-style-type: none"> • A clear understanding of and a commitment to Catholic education • To care about the School's charitable work and public benefit and to help nurture the spirit of service to others 	<ul style="list-style-type: none"> • Practising Catholic, able to give active and effective witness to the faith
Education & Training		<ul style="list-style-type: none"> • BSA qualification(s) • University graduate
Experience	<ul style="list-style-type: none"> • Knowledge or experience of boarding school education • Experience of working with people from a variety of cultures and backgrounds • Experience of volunteering or working in a care-giving role 	<ul style="list-style-type: none"> • Experience as a Boarding Tutor/Boarding Assistant
Skills and Aptitudes	<ul style="list-style-type: none"> • Excellent communication, organisational and management skills • Good IT skills 	
Disposition and personal qualities	<ul style="list-style-type: none"> • Understanding of the importance of promoting and safeguarding the welfare of children • Genuine professional interest in boarding and pastoral care • Initiative • Ability to relate effectively to boarders and to demonstrate empathy for children's needs and feelings across the age range • Ability to create a positive and nurturing environment that promotes boarders' talents and interests • Ability to demonstrate effective behaviour management 	

Working at New Hall

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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 13th 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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