

Founded 1642



# New Hall School

The Best Start in Life



## Appointment of Teacher of Music/Music Graduate

Possibility of Head of Academic Music/ Assistant Director of Music

from 1 September 2021, or earlier

[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 1 September 2021, or earlier, a:

## Teacher of Music/Music Graduate

Possibility of Head of Academic Music/ Assistant Director of Music

**Competitive salary: qualified teachers £30,439-£48,819pa plus Management Allowance as appropriate**  
**School accommodation available to rent • generous staff fee remission • excellent training**  
**London Stratford 20 mins by train**

A well-qualified graduate is required to teach Music from Year 7 to A Level. There may be some opportunity to teach Music in the Preparatory Division. The successful candidate will assist the Director of Music in the delivery of a rich and varied co-curricular programme and in the provision of liturgical music. S/he will be able to inspire students with a passion for Music, through the curriculum and co-curriculum. The School has a strong track record in teacher training which, if required, will be fully funded and delivered in partnership with the University of Buckingham. For a more experienced candidate, this is an excellent professional opportunity for career development, with a leadership position, in one of the largest co-educational independent schools in the UK.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. With a large and vibrant Department and an investment in training, this is an exciting time to be joining the School.

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.

**Closing Date: Midday on Monday 2 November 2020**  
**Interviews will take place from Thursday 5 November 2020**

JOB ID: NH0145

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 SDP in recent years include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; the New Hall Farm; a second floodlit all-weather hockey pitch; a floodlit 3G pitch; PE changing rooms; 12 golf nets and launch monitor; recreational and hospitality facilities, including the Denford Bar & Lounge for Sixth Form students and staff; additional staff accommodation; newly refurbished staff rooms; and expansion of the Preparatory Divisions to 3-form entry.

Students aged 8-18 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 Music Department

The Music Department at New Hall seeks to identify, encourage and develop each of our student's musical potential in order to provide them with a lifelong interest in music. Through an engagement with an eclectic range of musical styles and genres, we believe that students can develop their creativity, understanding, co-ordination, confidence, spiritual awareness, a sense of achievement and a sense of enjoyment. We encourage students to collaborate, listen to, and hear each other, take risks, communicate clearly and develop individual responsibility. Music at New Hall aims to promote a sense of belonging and inclusion.

The Music Department is based in the purpose-built Walkfares Performing Arts building. The whole school Music team comprises a Director of Music, a full time Teacher of Music (who may be Head of Academic Music/Assistant Director of Music), three part time Teachers of Music, Preparatory Divisions Music Subject Leaders, and some twenty specialist Visiting Music Teachers (VMTs), supported by a full time Music & Dance Administrator. In the Preparatory Divisions, Music has a high profile and includes a scheme for all pupils to learn an orchestral instrument in Years 3 and 4. Key Stage 3 students follow a specially devised programme designed to broaden their musical awareness and to give them tools to analyse, create and perform their own and others' compositions. GCSE students follow the AQA specification and A Level students the OCR specification.



New Hall choirs have appeared on national television and regularly take part in competitions and undertake European tours – most recently, in February 2020 to Rome. All students are



encouraged to learn at least one musical instrument and there are more than 400 lessons given by VMTs each week. Among other skills, these lessons prepare students to be involved with ensembles, including a symphony orchestra, a training orchestra, a Preparatory Divisions orchestra, a windband, a string ensemble, a vibrant jazz band, a recorder ensemble, rock groups and many more. Each term there is at least one major concert, a teatime/suppertime concert and a rock concert, and there are informal lunchtime concerts every fortnight. The Music Department regularly collaborates with Drama Department colleagues on musical productions, most recently *The Sound of Music*. The Department encourages links among students and staff with the busy musical life in the Chelmsford area and many take part in local choirs, orchestras and musical-theatre groups. The School has a strong association with Brentwood and Chelmsford Cathedrals and a number of choristers attend New Hall. Our students have been involved in the National Youth Choir, The National Youth Orchestra and the BBC Young Musician of the Year.

New Hallians have gained places to study music at university and conservatoires, with recent alumni represented on the postgraduate singing and jazz courses at the Guildhall School of Music and Drama, the undergraduate music course at Oxford University and the scholarship programme at Berklee.

The Chapel is at the heart of the School and the Music Department is responsible for liturgical music. There is a Chapel Choir that sings at the Sunday evening Mass and our Senior Choir leads the singing on major feasts and School liturgical celebrations. The Chapel benefits from a fine Norman and Beard organ that has been completely rebuilt and on which Dame Gillian Weir gave the opening recital.



## 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.

There is 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.

## 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"



## Staff Facilities



Staff Room



Denford Bar & Lounge (staff and Sixth Form use)



## 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.

A well-qualified graduate is required to teach Music from Year 7 to A Level. There may be some opportunity to teach Music in the Preparatory Division. The successful candidate will assist the Director of Music in the delivery of a rich and varied co-curricular programme and in the provision of liturgical music. S/he will be able to inspire students with a passion for Music, through the curriculum and co-curriculum. The School has a strong track record in teacher training which, if required, will be fully funded and delivered in partnership with the University of Buckingham. For a more experienced candidate, this is an excellent professional opportunity for career development, with a leadership position, in one of the largest co-educational independent schools in the UK. Candidates can be considered for either the role of Assistant Director of Music or Head of Academic Music, depending on their interests, skills and experience.

Key responsibilities of a Teacher of Music:

### 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 & 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 particularly suit a committed, enthusiastic candidate wishing to help develop their teaching of Music 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	<p>Qualified teacher, with a successful track record teaching Music from Key Stage 3 to A level</p> <p>Ability to teach a second subject e.g. Music Technology</p>
<b>Experience</b>		<p>Experienced or newly qualified teacher</p> <p>Experience of independent and/or boarding education and/or Catholic education</p> <p>Experience marking or moderating for public examination boards</p>
<b>Skills and Aptitudes</b>	Excellent communication, IT, organisational skills	
<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 develop students' interest in the subject</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 2020 rates). The Pay Scale for trainee teachers is £24,246-£28,265pa (NH1-3 at September 2020 rates). The qualified teacher range is £30,439-£48,819pa (NH4-15 at September 2020 rate).

The post of Assistant Director of Music/Head of Academic Music carries an additional Management Allowance of £2,071pa (MA1a) (September 2020 rate) for this role.

### 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.

### 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.

### Accommodation

There is a possibility of renting School accommodation for the first two years of employment (potentially renewable).

### School fee remission

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: Midday on Monday 2 November 2020**

**Interviews will take place from Thursday 5 November 2020**

Early applications are welcome. If you would like to have a conversation with Mrs Jeffrey about the role in advance of applying, you are welcome to request this by email: [k.jeffrey@newhallschool.co.uk](mailto:k.jeffrey@newhallschool.co.uk). Mrs Jeffrey will also be able to provide you with a link to the September 2020 Open Day virtual tour, which lasts approximately 40 minutes.

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.

