

Founded 1642



New Hall School  
The Best Start in Life



Appointment of  
**Teacher of Mathematics**  
From April 2021 (start date negotiable)

**[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, from April 2021 (start date negotiable):

## Teacher of Mathematics

**Competitive salary, up to £48,819pa, excellent benefits & CPD**

An enthusiastic individual is required to teach Mathematics from Key Stage 3 to A Level, which could include Further Mathematics. The successful candidate will have a degree in Mathematics or a related subject, will have excellent subject knowledge and will be able to inspire a passion for Mathematics in our students.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. The successful candidate will also have the opportunity to contribute to the co-curricular life of the School. With a focus on STEM subjects, a large and caring department, investment in CPD and a forward-thinking leadership team, this is an exciting time to be joining New Hall.

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: 9.00am, Friday 13 November 2020**

**Early applications are encouraged and interviews may take place on a rolling basis**

JOB ID: NH0155

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

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Over the years, Catholic schools have made a significant contribution not just to the life of the Catholic Church, but also to the life of the nation as a whole. Catholic schools are places of great ethnic richness, they are characterised by tolerance, respect, a genuine spirit of enquiry and the search for truth. The education and formation that takes place in our Catholic schools is part of our contribution to the *Common Good* of society as a whole. Perhaps for these reasons and for the way children are cared for and valued, so many parents choose to send their children to a Catholic school.

Education is one of the most powerful weapons in combating poverty and in helping children to reach their full potential as human beings. So Catholic education is part of the Church's effort to realise Christ's desire for us all that we might "*have life, and have it to the full.*" (John 10:9). This is achieved not just in the teaching of RE, but by a whole system of gospel-based values encompassing the way everyone relates to each other in all that we do and in extracurricular activities, in other words by the whole Catholic ethos of the school. Here we find a genuine means of exposing young people to the Gospel of Jesus Christ, and of helping them to respond to Christ's invitation to "follow me".

I am particularly grateful for those who participate in Catholic education and who craft this great treasure. Parents who choose a Catholic school and often go the extra mile to contribute to its life and help in practical ways with the running of a school. Over the years our forefathers fought hard to establish and maintain Catholic Education in these lands. Now it is our turn to work together to ensure that Catholic Education is maintained, supported and enabled to grow and develop for the future generations of children across the Diocese of Brentwood.

Rt Rev Alan Williams, sm  
Bishop of Brentwood



I am delighted to be able to encourage you to apply to your local Catholic independent school – New Hall School, Chelmsford. Our Catholic schools foster values of honesty, respect and tolerance and encourage an atmosphere of high expectation conducive to hard work. At the same time, our schools are places where you will see Christ at the centre of the enterprise with a Catholic ethos that is palpable. Our teachers and support staff strive to enable all pupils to fulfil their potential, explore their individual talents and learn to appreciate, nurture and protect the world in which we live.

Learning opportunities are challenging and stimulating, both within the classroom and through a wide range of activities out of it. Each child is supported to grow in confidence and develop attitudes and skills to enable them to make a significant contribution to wider society. The education of the whole child is a fundamental principle that underpins the approach taken in our Catholic schools.

Making the decision about which school a parent sends their child to is an extremely important one and as a teacher I hope the information that you have received enables you to make an informed choice that is right for you. I encourage you to visit your local Catholic school when you have the opportunity to do so, in order to feel the sense of warmth, commitment and excellence provided to our young people.

Our Catholic schools look forward to working with parents as they are the child's first, best and most important educator. Schools recognise that developing this partnership with parents is crucial because with mutual understanding and shared responsibility towards achieving the best educational outcomes for children we are more likely to succeed.

Robert Simpson  
Director of Education, Diocese of Brentwood

## 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 Mathematics Department

The Mathematics Department is a large and vibrant department that is committed not only to providing students with the mathematical skills they require but also to inspiring a genuine enjoyment and interest in the subject.

The Mathematics Department consists of nine teachers and works closely with the Mathematics Subject Leaders within the Preparatory Divisions. The Department has 7 classrooms and is well resourced. The Department has particularly embraced digital technologies, using these to support students both inside and outside of the classroom. All teachers are provided with a laptop and each room is fitted with an interactive whiteboard. All students and teaching staff are also provided with an iPad.

Mathematics is one of the most popular and successful subjects at A Level. In 2020, 83% of students were awarded A\*-B grades in Mathematics, with 100% A\*-B in Further Mathematics. The Department also supports students each year undertaking STEP or MAT papers for university entrance, with a number of these going on to study Mathematics, or related courses, at the most competitive universities. A large number of our students also enter the UKMT competitions each year with significant numbers reaching the later stages.

The Department is also committed to supporting both our own Preparatory Divisions and our sponsored primary school, Messing Primary School. This provides an excellent career development opportunity for teachers wishing to extend their experience in Key Stage 2.





## 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.

All teachers at New Hall School are expected to contribute outside the classroom, by either participating in games or supporting another area within the co-curricular provision. There is also 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. There are long School holidays and generous remuneration and benefits.

## 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.

Key responsibilities:

## 1. Within the Department

- 1.1 To support colleagues, to ensure good working relationships and to contribute to the work of the Department
- 1.2 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
- 1.3 To ensure a purposeful and happy working environment for students by good lesson management, giving due regard to published curriculum and Schemes of Work, by use of suitable resources and a variety of appropriate methods and by the delivery of stimulating lessons (this will necessitate good lesson preparation, appropriate setting of study and careful correction of work giving due attention to the different educational needs of the individual students; careful attention must obviously be given to any Health & Safety issues that might arise)
- 1.4 To communicate clearly to students the requirements of the examination syllabus including coursework requirements (this will necessitate a thorough knowledge of the published syllabus, and careful attention to detail, on the part of the teacher)
- 1.5 To challenge, guide and advise students as appropriate
- 1.6 To monitor, assess and record students' progress, using strategies in accordance with Department and School policies (these will include formal and full reporting to parents in written form, normally 3 times a year, and orally at Parents' Meetings, normally once a year)
- 1.7 To work closely with other teachers to evaluate and develop the courses offered to students and the teaching strategies used, and to contribute to other aspects of the general on-going development of the Department (this will include taking responsibility for aspects of the Department Development Plan)
- 1.8 To carry out any specific tasks mutually agreed within the Department
- 1.9 To initiate and support cross-curricular links as appropriate
- 1.10 To take proper care of any School or Department resources including the areas of the School used by the particular teacher; to create a stimulating teaching environment
- 1.11 To contribute to Departmental displays
- 1.12 To co-operate fully, as appropriate, in parental contact
- 1.13 To be fully aware of, and observe, the School's Health & Safety Policy

## 2. Within the School

- 2.1 To liaise and work with tutors, Heads of Year and Heads/Assistant Heads of Boarding, as appropriate
- 2.2 To ensure that work within the Department is fully integrated with whole school policies
- 2.3 To contribute to discussion concerning whole-school issues
- 2.4 To be a tutor
- 2.5 To contribute on at least a weekly basis to the co-curricular programme or as otherwise arranged
- 2.6 To take a share in rotas for:
  - 2.6.1 lesson cover (absent colleagues)

- 2.6.2 study period cover
- 2.6.3 evening study
- 2.6.4 weekend activities (currently one per term)
- 2.7 To attend full School assemblies and meetings and contribute towards them either as an individual or as a member of a particular group (e.g. department, year group or vertical house team)

### **3. Outside School**

Whilst students are 'in the care of the School', teachers who accompany them beyond the School campus are expected:

- 3.1 To take proper care of them according to the circumstances
- 3.2 To familiarise themselves with the standards of behaviour and dress expected from the students
- 3.3 To be familiar with the Educational Trips Policy and to ensure that the safety and welfare of students is paramount

### **4. Basic Competencies**

It is expected that all teachers will achieve the following minimum standards:

- 4.1 To set regular, weekly study
- 4.2 To mark students' work to approved standards regularly and promptly
- 4.3 To adhere to the School's Assessment Policy
- 4.4 To monitor students' progress regularly
- 4.5 To write full and accurate reports
- 4.6 To meet deadlines e.g. report deadlines, examination invigilation
- 4.7 To begin and end lessons on time and not leave classes unattended
- 4.8 To meet cover requirements
- 4.9 To demonstrate the confident use of ICT to enhance their teaching

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. 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 full time post would particularly suit a committed, enthusiastic candidate wishing to help develop their teaching of Mathematics 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 with an ability to teach Mathematics from Key Stage 3 to A Level	Qualified teacher  Ability to teach Further Mathematics
<b>Experience</b>	Experienced or newly qualified teacher, or recent graduate wishing to begin teacher training	Experience of independent and/or boarding education and/or Catholic education  Experience marking or moderating for public examination boards
<b>Skills and Aptitudes</b>	Excellent communication, IT, organisational skills	Candidates who are able to teach a second subject or offer help with coaching a sports team should state this in their application, giving details of second subjects, sports, and any coaching qualifications/willingness to undertake coaching training.
<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 Mathematics</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).

### Sports teams

Contributions to the sporting life of the School by leading a team attracts a competitive remuneration package for weekend fixtures.

### 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.

### 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.

**Closing Date for applications is: 9.00am, Friday 13 November 2020**

**Early applications are encouraged and interviews may take place on a rolling basis**

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.

