

Founded 1642



New Hall School

The Best Start in Life



Appointment of Careers Officer (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 & 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 2016-19 SDP include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; New Hall Farm; a second Astroturf; 3G pitch; PE changing rooms; recreational and hospitality facilities; additional staff accommodation; 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).

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. As a boarding school, we are 'home' to many students and staff and, as such, there are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment that is set in beautiful surroundings; staff value working in a caring community and enjoy many exceptional benefits.

Hours

The normal working hours are from 8.30am-5.30pm, with a 1-hour unpaid meal break, Monday to Friday, term time only, additionally, 7 days are to be worked in the School holidays. The days in the holidays will include in August the GCSE and A Level Results Days and the day before and after each of these. School INSET days are counted as being within term time.

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

New Hall School is seeking to appoint a Careers Officer to plan and implement a careers programme that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

The Careers Officer reports to the senior leader with overall responsibility for Careers Education, Information, Advice and Guidance. The role will work closely with an administrator and the Heads of Year. We currently have a small but committed number of students who are supported in making apprenticeship applications, and this is an area which will fall under the direction of the Careers Officer.

We have a small number of students who regularly apply to overseas universities and this is an area for the successful applicant to manage and develop. Currently UCAS applications are managed by the Head of Sixth Form.

Key responsibilities are:

1 Leadership

- 1.1 to advise senior leadership on policy, strategy and resources for CEIAG (showing how they meet the Gatsby benchmarks)
- 1.2 to lead the team of teachers, administrators and others who deliver careers guidance
- 1.3 to report on CEIAG to senior leaders and governors
- 1.4 to review and evaluate CEIAG
- 1.5 to prepare and implement a CEIAG development plan
- 1.6 to ensure that details of the careers programme are published on the School's website, and that the Careers Firefly pages are up-to-date

2 Management

- 2.1 to plan schemes of work for careers education
- 2.2 to brief and support teachers involved in careers education
- 2.3 to support tutors, providing initial information and advice
- 2.4 to monitor teaching and learning in careers education
- 2.5 to manage the careers work of the Administrator and other staff involved in career guidance
- 2.6 to monitor access to, and take up of, careers guidance
- 2.7 to ensure apprenticeship providers and employers have access to the School to share opportunities with all pupils (e.g. through the organisation of the biennial Careers Convention and a rolling programme of careers talks)
- 2.8 to manage the careers budget as appropriate
- 2.9 to manage your own CPD and support the CPD of others involved in the school's careers programme
- 2.10 to ensure all Year 11 students are supported and guided as to their future plans, following the publication of mock examination results
- 2.11 to manage and develop the overseas university application programme

3 Co-ordination

- 3.1 to manage the provision of careers information
- 3.2 to liaise with the PSHE leaders (Heads of Year), Curriculum Leaders and other staff, to plan careers education
- 3.3 to liaise with tutors, Heads of Year and other staff, to identify students needing guidance
- 3.4 to organise/provide individual careers guidance for students

- 3.5 to co-ordinate the Morrisby Test, Centigrade Profiling and the Sixth Form Interview Day
- 3.6 to co-ordinate encounters with employers and work experience (e.g. Year 11 work experience programme)
- 3.7 to co-ordinate the apprenticeship application programme
- 3.8 to communicate with students and their parents
- 3.9 to provide specific support and guidance for students and their parents on and after the A Level and GCSE Results Days
- 3.10 to attend parents' evenings, Open Mornings and options events in the Senior Divisions, as required

4 Networking

- 4.1 to establish and develop links with employers
- 4.2 to establish and develop links with FE colleges, apprenticeship providers and universities
- 4.3 to manage links with external organisations
- 4.4 to build a network of alumni who can help with the careers guidance programme

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.

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.

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

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
Education	<p>At least three A Levels, completed and passed, or their equivalent</p> <p>An Honours Undergraduate Degree, or equivalent</p>	<p>Level 6 CDI Certificate in Careers Leadership</p> <p>QCF Level 6 Diploma in Career Guidance and Development</p>
Experience	<p>Experience of working within an education context delivering careers Advice</p>	<p>Experience of working within a secondary school setting</p> <p>Knowledge and experience of the apprenticeship application process</p> <p>Knowledge and understanding of the UCAS application process</p>
Skills and Aptitudes	<p>Excellent communication, IT, organisational and management skills</p> <p>Confidence in public speaking</p>	<p>Willingness to undertake further training and gain further qualifications in order to develop knowledge, understanding and skills (e.g. Level 6 CDI Certificate in Careers Leadership)</p>
Disposition and personal qualities	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Ability to relate effectively to students</p> <p>Willingness to support all aspects of boarding school life</p> <p>Common sense and initiative</p> <p>Ability to motivate others and build teams</p> <p>Flexibility to adjust to change and development</p>	

Salary & Benefits

Salary

The salary range for this post is currently between £20,491 per annum to £25,021 per annum depending on qualifications and experience. This range is between points NHC25 and NHC31 on the New Hall Pay Scale C (fte £24,547pa - £29,973pa at September 2020 rates.) There are also generous benefits detailed below.

Holidays

The Careers Officer will be entitled to take as holiday all published school holidays, as published in the School Calendar, except for 7 days to be worked in the School holidays, which will include the first week of the summer holiday and the GCSE and A Level Results Days. School INSET days are counted as being within term time.

Bank Holidays and Saturdays

The Careers Officer 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 days 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.

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, 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 and your letter of application should be sent, via email, to 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 for applications is: Midday, 2 October 2020

Interview Date: Week commencing 5 October 2020

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.

