

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## **Boarding Assistant**

Closing date for application is:

Midday, Wednesday 8 June 2022

Fixed term contract: September 2022 to July 2023

## Boarding at New Hall

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



*Images from boarding activities, trips and events*

## Job Description

The Boarding Assistant (BA) contributes to the wellbeing of the boarding students outside of School curriculum time. They are responsible to the Head of Boarding (HoB). Duties will involve participating in activities with students such as games, cooking, craft, sporting activities and quizzes. They will also be expected to help students with study and provide general pastoral support. It will be a requirement to eat with the students and help them to develop good table etiquette. They will also be expected to help with the bedtime routine in the Boarding House. This includes room checks, hygiene monitoring and electronic device collection. During the day, the BA will support the work of other departments, depending on their individual skillset.

## **Key responsibilities:**

### **Boarding Assistant**

#### **1. Spiritual**

- 1.1. to facilitate opportunities for spiritual growth and development, e.g. prayer, reflection and collective worship, together with the House team and members of the Chaplaincy Team
- 1.2. to promote Gospel values of care, trust and respect in accordance with the Mission & Ethos Statement

#### **2. Academic**

- 2.1 to assist in monitoring and supporting the academic progress of each boarder

#### **3. Social**

- 3.1. to establish a community spirit within the Boarding House based on trust and understanding
- 3.2. to ensure 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 promote the development of boarders' talents and interests
- 3.4. to encourage the development of friendships
- 3.5. to foster an inclusive environment, with good integration between students of different nationalities and cultural backgrounds
- 3.6. to promote equality and diversity and care and respect for all, challenging inappropriate behaviour and attitudes
- 3.7. to provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- 3.8. to support the HoB and Assistant Head of Boarding (AHoB) to coordinate a variety of activities during evenings and at weekends
- 3.9. to attend whole School events with the students when the HoB and AHoB is unable to do so

#### **4. Personal development and wellbeing**

- 4.1. to promote the development of boarders' talents and interests across spiritual, cultural, intellectual and physical domains
- 4.2. to assist in arranging a variety of activities during evenings and at weekends
- 4.3. to encourage boarders to meet high standards regarding personal hygiene and attire
- 4.4. to encourage boarders to establish healthy eating patterns and to take responsibility for their health in conjunction with the Health & Wellbeing Centre team
- 4.5. to encourage boarders to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School
- 4.6. to help boarders to develop the skills and qualities of leadership

#### **5. Health & Safety**

- 5.1. to share in House supervision duties at lunch break and during meals in the Refectory
- 5.2. to share in the responsibility for the health and wellbeing of each boarder, ensuring correct recording of medical information and liaising with the Health & Wellbeing Centre Team as required

## **6. Administration**

- 6.1. to support HoB's arrangements for student personal finances, including liaison with parents and the Finance Department
- 6.2. to update the daily log for your House
- 6.3. to update rewards and sanction logs
- 6.4. to take registrations and check online (Orah) records are accurate for your House
- 6.5. to carry out other administrative tasks relevant to your House, as required by the HoB
- 6.6. to help monitor the standards of maintenance in the House, including furnishings, fittings and bedroom areas and to liaise with the HoB

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 (DSL).

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

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.

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	Educated to A Level	Educated to degree level
<b>Experience</b>		<p>Experience of working with/supporting young people</p> <p>Experience of working within the education sector</p> <p>Experience of boarding education</p>
<b>Skills and Aptitudes</b>	Excellent communication and organisational skills	
<b>Disposition and personal qualities</b>	<p>An understanding of the importance of promoting and safeguarding the welfare of children</p> <p>To have integrity and to give clear and consistent witness to the values embedded in the School's Catholic ethos</p> <p>Ability to relate effectively to students and encourage, motivate and build their confidence</p> <p>Ability to work as part of a team</p> <p>A firm and fair approach to behaviour management</p> <p>Kind and calm disposition</p> <p>To demonstrate common sense, decisiveness and initiative</p>	Be a practising Catholic

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. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy is available on our website.

## School Tour

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

## Salary & Benefits

### Salary

The salary range is £21,449pa-£24,330pa (NHE3-5).

### Hours

A timetable will be set throughout the week for your work during curriculum time. The hours of work in boarding will be 4.00pm-10.30pm, Monday to Friday, plus two weekends on duty every half of a term. Your timetable will be confirmed upon arrival. All staff are required to attend INSET (staff training) days, which may take place on non-working days. The Boarding Assistant may also be required to work on the night before term starts, where this falls on a working weekday, when the boarders return to School. You may be required to work during the School holidays to assist with holiday camps at New Hall and trips that take place outside of term time.

### Bank Holidays and Saturdays

The French Language Assistant & Boarding Assistant may be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May.

### Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

### 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.

### 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

### Accommodation

Accommodation for this role is included rent-free, in a shared School house/flat.



[hr@newhallschool.co.uk](mailto:hr@newhallschool.co.uk) | | 01245 467 588  
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS