

Founded 1642



New Hall School

The Best Start in Life



Appointment of Chaplaincy & Boarding Assistants

(Fixed Term Contract from September 2021 until July 2022)

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



Founded 1642



New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,500 students
Co-ed Nursery (1-3), 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 September 2021:

Chaplaincy & Boarding Assistants

(Fixed Term Contract until July 2022)

Pay range £17,184-£19,811pa, excellent benefits & training provided

We are seeking to appoint enthusiastic graduates or school leavers, from 1 September 2021 until July 2022, to join our well-resourced and vibrant Chaplaincy and boarding teams to serve and support the community of boarding and day students and resident staff families. The successful candidates must be practising Catholics and will have excellent interpersonal skills, with the ability to relate especially well to students.

Accommodation will be provided, rent-free, in a shared house/flat.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. There will also be the opportunity to contribute to the curriculum and co-curriculum. With a supportive team 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, Monday 11 January 2021

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

JOB ID: NH0171

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

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



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).

Chaplaincy at New Hall

New Hall is the UK's largest Catholic boarding & day school. The Chaplaincy Team provides spiritual support and faith development for the students and staff of the School, in particular the resident boarding community of 300 boarders and resident families. The School has a resident Priest Chaplain, who leads the Chaplaincy Team. The School has a flourishing, successful Theology Department, together with a strong Music Department and choral tradition.

The Chaplaincy Team comprises a committed group of staff and students including the Priest Chaplain, Lay Chaplain, Sacristan, Principal, Head of Theology and Chaplaincy Prefects. They plan and organise Masses and other liturgies.

The Chaplaincy Team has the benefit of a dedicated pastoral centre, The Barn, in one of the most historic parts of the campus. The Barn, which is also the base for the New Hall Voluntary Service (NHVS), consists of a main hall, kitchen, an Oratory, offices and beautiful, tranquil gardens, overlooking the duck pond. The School benefits from a beautiful and historic Chapel, which is the heart of the School, and the St Francis Chapel in the grounds of the Preparatory Divisions.



New Hall Chapel

The Boarding Team

At New Hall we have four Boarding Houses, two for girls and two for boys. There are in excess of 30 residential members of staff who work to support and nurture the boarding students, of whom there are over 250.

Each house has a Head of Boarding, supported by a team including at least one Assistant Head of Boarding, Boarding Assistant/s and Boarding Tutor/s. These staff work closely with the Head of Boarding to create an outstanding provision for the children in their care.

The boarding staff are committed to providing a happy, settled and secure family environment for every child. We believe in the development of the whole person, intellectually, morally, spiritually, socially and physically. Our aim is that boarders excel in their academic subjects while developing the skills and personal qualities that will lay the foundations for future success.

Most boarders at New Hall have single bedrooms. All Houses are well furnished and students have access to Sky television, Wi-Fi, cooking and IT facilities, all of which enable us to create a home from home for the boarders. The staff work closely with students to prepare an evening timetable for weekdays that balances time for study with a wide range of activities.

Working in boarding is a demanding yet ultimately extremely rewarding occupation. You have the distinct privilege of being able to make a very tangible difference to the lives of the children in your care on a daily basis.



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

A timetable will be set throughout the week for your work supporting the Chaplaincy. The hours of work in boarding will be 4.00pm-6.00pm Monday to Friday plus 2 nights on duty in a boarding house per week and two weekends on duty every half of a term. Your timetable will be confirmed upon arrival. All staff are required to attend relevant INSET (staff training), days which may take place on non-working days.

The Chaplaincy & 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.

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"

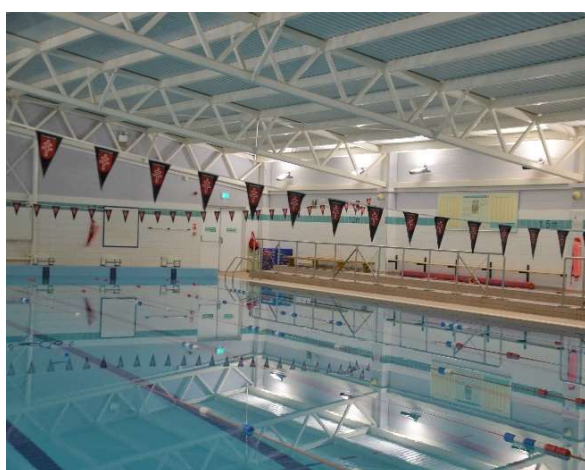
Staff Facilities



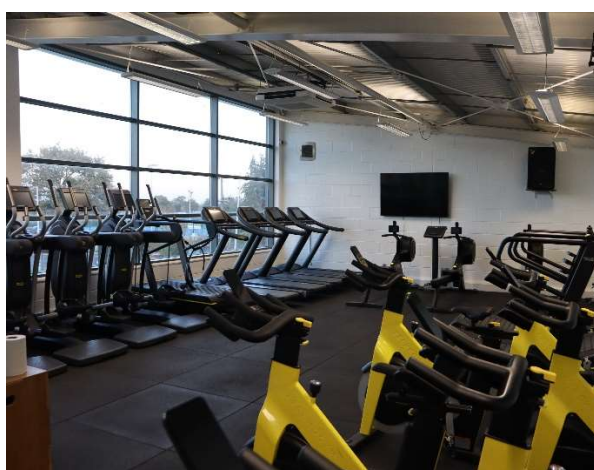
Staff Room



Denford Bar & Lounge (Staff & Sixth Form use)



Swimming Pool



Fitness Suite

Job Description

New Hall School is a Catholic school, welcoming all who support its ethos. Our Christian community aims to support, encourage, inspire and empower every individual to realise their potential and become the person God wants them to be, through prayer and work. The Chaplaincy & Boarding Assistant's role is to provide spiritual and pastoral support and faith development across all Divisions and to staff and parents of the School, bearing witness to the Mission & Ethos Statement and maintaining and enhancing the distinctive Catholic nature of the School.

As a member of the Chaplaincy Team, the Chaplaincy & Boarding Assistant works closely with the resident Priest Chaplain and Lay Chaplains. S/he is actively involved with the boarding community, prayer groups and undertaking Chaplaincy work, which sometimes takes places in early mornings, evenings and at weekends.

The Chaplaincy & Boarding Assistant reports to the Chaplain.

Key responsibilities:

Chaplaincy

1. Spiritual development and pastoral care of students

- 1.1 To act as an ambassador for the School in the wider Catholic community
- 1.2 To plan and deliver fortnightly Chaplaincy sessions for Year 7 and Year 8 classes
- 1.3 To contribute to the work of the Chaplaincy Team, led by the priest Chaplain, meeting regularly to plan events, liturgies and fundraising activities
- 1.4 To deliver Chapel/Gospel Assemblies on a regular basis across all Divisions
- 1.5 To help support the development plan for Chaplaincy, which contributes to the School Development Plan
- 1.6 To provide support and act as an adviser, inspiring through example, and leading students in prayer
- 1.7 Together with the Chaplaincy Team, to take a leading role in the Confirmation programme, supporting students in their sacramental life and working with staff and parents, as appropriate
- 1.8 To provide administrative and training support for the Willow programme
- 1.9 To lead morning or evening prayers in the Boarding Houses/Chapel, as required
- 1.10 To contribute to the pastoral welfare of students as it relates to School policy and social inclusion issues

Boarding

2. Academic

- 2.1 To help support the academic progress of each student within the Boarding House

3. Social

- 3.1 To establish a community spirit within the House based on love and understanding
- 3.2 To promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development
- 3.3 To encourage the development of friendships

- 3.4 To encourage an awareness and appreciation of the needs and value of others through service and celebration
 - 3.5 To provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
 - 3.6 To nurture a family atmosphere where students may feel free to approach House staff to talk through any concerns
 - 3.7 To support the Head of Boarding (HoB) and Assistant Head of Boarding (AHoB) in the coordination of a variety of activities during evenings and at weekends
 - 3.8 To attend whole School events with the students, especially when the HoB and AHoB are unable to do so
- 4. Personal**
- 4.1 To encourage boarders to meet high standards regarding personal hygiene and attire
 - 4.2 To encourage students to establish healthy eating patterns and to take responsibility for their own health in conjunction with the Health Centre Manager and Medical Officer
 - 4.3 To encourage students to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School
 - 4.4 To share in the supervision of meals in the School Refectory, as arranged by rota
- 5. Administration (Students)**
- 5.1 To support the HoB's arrangements for student personal finances, including liaison with parents and the Finance Department
 - 5.2 To record medical information and liaise with the Health Centre Manager as appropriate
 - 5.3 To provide an input into references for boarders
- 6. Administration (House)**
- 6.1 To update the daily log for your House, as required by the Head of Boarding
 - 6.2 To update rewards and sanction logs as appropriate
 - 6.3 To take registrations and check 'Boardingware' records are accurate for your House
 - 6.4 To carry out other administrative tasks relevant to your House, as required by the Head of Boarding
- 7. Fabric of the House**
- 7.1 To help monitor the standards of maintenance in the House, including furnishings, fittings and bedroom areas and to liaise with the HoB
- 8. Other**
- 8.1 To contribute to the wider life of the School e.g. by supporting at sports matches, attending School concerts and plays, joining students at mealtimes in the Refectory, taking an active part in whole school celebrations and events, meeting New Hallians at reunion events
 - 8.2 To assist with supervision of the Denford Bar & Lounge during student time between 4.00pm-6.00pm, Monday to Thursday
 - 8.3 To have a good understanding of Health & Safety and the impact of actions
 - 8.4 To understand procedures and legislation relating to confidentiality

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 in support of the 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

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	Educated to A Level Qualification in RE or Theology	Educated to Degree level
Experience & training	Experience of working with/supporting young people Willingness to undertake training e.g. First Aid, food hygiene, fire safety	Experience of boarding education at senior level
Skills and Aptitudes	Excellent skills in the following areas: <ul style="list-style-type: none"> • communication • organisation • IT Ability to relate effectively to students in discussing theological, moral and spiritual issues Ability to work quickly and calmly under pressure Ability to offer a high level of pastoral care to boarders	
Disposition and personal qualities	Must be a practising Catholic (priest's reference required) and willing to support the work of the Chaplaincy and the prayer life of the School An understanding of the importance of working with children from a wide variety of religious backgrounds and experiences An understanding of the importance of promoting and safeguarding the welfare of children	

	<p>An affinity with Christian values and willingness to promote and uphold the Catholic ethos of the School</p> <p>A firm and fair approach to behaviour management</p> <p>Kind and calm disposition</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to students</p> <p>Be confident around children</p> <p>Be caring and fun, and enjoy spending time with children</p> <p>Be an effective team player</p>	
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Salary & Benefits

Salary

The salary range for this post is currently between £17,184-£19,811pa (as at September 2020 rates) depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHF1 and NHF4 on the New Hall Pay Scale F.

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 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

As an employee, you are able to make use of a discounted annual membership rate for the New Hall Sports Club, with effect from your start date. The staff rate is currently £20pa and £5pa for additional family members. 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.

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.

Closing Date for applications is: Midday, Monday 11 January 2021

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.

