

Founded 1642



New Hall School

The Best Start in Life



Appointment of **Director of Music** From September 2021 (or earlier)

newhallschool.co.uk

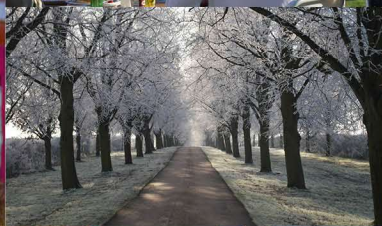
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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:

Director of Music

Competitive salary: qualified teacher range £40,349-£58,729pa

**School accommodation available to rent • generous staff fee remission • excellent training
London Stratford 20 mins by train**

This is an exceptional opportunity to lead on all musical aspects of life throughout New Hall School. The Director of Music has responsibility for the Music co-curriculum, overseeing an extremely popular and vibrant provision of instrumental tuition and organising a rich and varied selection of groups, orchestras and ensembles. The Director of Music will be required to teach Music to GCSE and A Level and to be responsible for the liturgical music that is at the heart of New Hall Catholic life. This is an excellent professional opportunity for career development, through undertaking this important 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 supportive 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: NH0146

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

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

The Director of Music has responsibility for the Music co-curriculum, overseeing an extremely popular and vibrant provision of instrumental tuition and organising a rich and varied selection of groups, orchestras and ensembles. The Director of Music will be required to teach Music to GCSE and A Level and to be responsible for the liturgical music that is at the heart of New Hall Catholic life.

On top of these co-curricular responsibilities, s/he works alongside the Department members to promote academic attainment and the progress of students within curriculum Music lessons. S/he leads a team of dedicated Music teachers and is accountable to the Senior Leadership Team (SLT) for academic attainment and the progress of students within Music. Alongside the other Curriculum Leaders, the Director of Music has a key management role in raising academic standards and contributing to the life of the School. The quality and standard of work in the Music Department depend on the inspiration, dynamism, guidance and example of the Director of Music. The Director of Music will report to a member of the SLT; reporting lines are reviewed annually.

All teachers are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and the Aims of the School.

Key responsibilities:

1. *Whole School Music*
 - 1.1 To organise a broad co-curricular music programme
 - 1.2 To organise regular concerts within School and outside School as appropriate
 - 1.3 To direct ensembles and groups and organise staffing for other groups
 - 1.4 To line manage the Music & Dance Administration Manager
 - 1.5 To have oversight of all ABRSM, Trinity College and other examinations
 - 1.6 To manage the Visiting Music Teachers (VMTs) and to oversee the running of instrumental and vocal tuition programmes
 - 1.7 To identify pupils with musical potential and encourage their take up of instruments
 - 1.8 To liaise with the Head of Drama to ensure suitable provision of music for all School productions
 - 1.9 To ensure appropriate liturgical music is included in all Chaplaincy events including weekly chapel assemblies, whole School Masses, seasonal Masses and events and Sunday Mass
 - 1.10 To liaise with the Preparatory Divisions to ensure a coherent music provision across the School
 - 1.11 To organise and lead a Music tour at least once every two years and to lead the development of Music Department trips and enrichment events
 - 1.12 To be responsible for the smooth running of scholarship assessments, to advise on admissions and to make appropriate recommendations for scholarships and awards
 - 1.13 To mentor and coach Music Scholars and any students identified as Most Able and Talented within Music
 - 1.14 To oversee and to develop the weekend provision of Music lessons and tuition

2. *Organisation and Management*

- 2.1 To lead by example, demonstrating excellent classroom practice, marking to a high standard and being an inspirational teacher showing management skill and good judgement in support of the School's aims
- 2.2 To arrange regular Departmental meetings; these should be at least fortnightly
- 2.3 To induct and supervise trainee teachers, NQTs and new members of staff in the Department
- 2.4 To be responsible for the development of members of the Department, using the Performance Management process effectively
- 2.5 To promote the welfare of all students served by the Department and to pass on relevant information to other staff
- 2.6 To attend and contribute to Curriculum Leaders' Group meetings
- 2.7 To share in responsibility for the examination specifications used within the Department and to make recommendations to the SLT if changes are required
- 2.8 To access examination board websites on a regular basis, including secure password protected content, to ensure that the taught curriculum mirrors exactly that prescribed by the examination boards. This responsibility may be delegated to another member of the Department but accountability for ensuring that this happens lies with the Director of Music alone
- 2.9 To ensure that each subject teacher delivers the correct specifications and schemes of work

3. *General*

- 3.1 To take a leading role in initiatives to recruit and retain students such as Open Days and Educational Days
- 3.2 To uphold the School's Code of Conduct and to support members of the Department in doing likewise
- 3.3 To attend School functions regularly
- 3.4 To be a point of contact for parents and to ensure that all positive feedback and concerns/complaints are dealt with in line with School policy
- 3.5 To contribute to curriculum booklets, Department handbook, promotional material or letters to parents, as required
- 3.6 To kindle intellectual curiosity for the subject and to promote opportunities for further study and careers through academic societies, local or national events and links with universities
- 3.7 To present an attractive, stimulating, tidy and safe learning environment in classrooms and to oversee the Department's displays in public areas
- 3.8 To be responsible for resourcing the Department within the set budget
- 3.9 To manage Health & Safety issues within the Department and to refer any issues to the Health & Safety Officer

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 in support of the Mission & Ethos Statement and 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

This post would particularly suit a candidate seeking career development and opportunities to develop leadership and management skills, in this dynamic and forward thinking School.

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, for example, as expressed in the Mission & Ethos Statement of the School.

| | Essential | Desirable |
|-----------------------------|---|--|
| Education | University graduate and qualified teacher with a successful track record teaching Music from Key Stage 3 to A Level | |
| Experience | Experienced teacher, with leadership & management experience | <p>Experience of Catholic liturgy and/or Catholic education</p> <p>Experience of independent and/or boarding education</p> <p>Experience marking or moderating for public examination boards</p> |
| Skills and Aptitudes | <p>Excellent keyboard and conducting skills</p> <p>Excellent public speaking and presentation skills, with very good spoken and written English</p> <p>Strong IT, organisational and management skills</p> <p>Ability to take a leading role in ensuring first-class provision in the whole School co-curriculum for music-related activities</p> <p>Willingness to take a full part in the liturgical life of the School, including involvement with Sunday evening Mass for boarders in term time</p> | Organist |

| | | |
|---|--|--|
| Disposition and personal qualities | <p>An understanding of the importance of promoting and safeguarding welfare of children</p> <p>Initiative, drive and enthusiasm, to develop students' interest in the subject</p> <p>Ability to relate effectively to students, to motivate others and build teams</p> <p>Creativity and flexibility to adjust to change and development</p> <p>Willingness to participate enthusiastically in aspects of boarding school life</p> | |
|---|--|--|

Salary & Benefits

Salary

The salary for this role is up to £58,729pa (at September 2020 rate). The salary is comprised as follows:

New Hall School has its own salary scale up to a current maximum of £48,819pa (September 2020 rate). The qualified teacher range is £30,439-£48,819pa. In addition, there is a Management Allowance of £9,910pa (MA4a) (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. 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.

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. 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.

