

Founded 1642



New Hall School

The Best Start in Life



Appointment of Fitness Trainer

newhallschool.co.uk

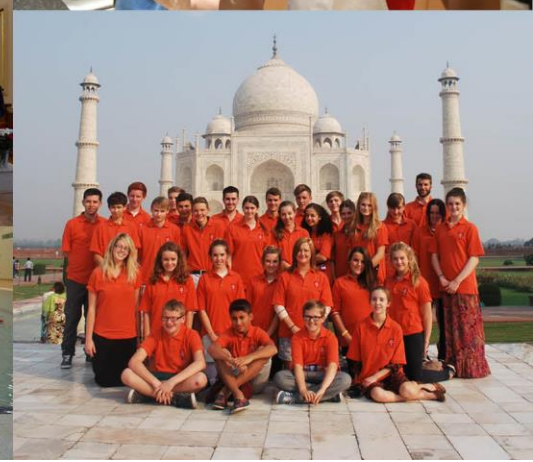
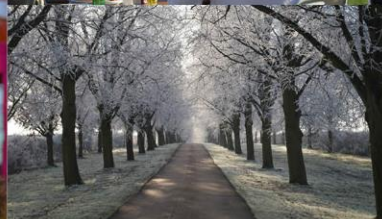
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

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 and day school for boys and girls aged 3-18 and was awarded the TES 'Overall Independent School of the Year' for 2016-17. Founded in 1642, New Hall School is one of the oldest Catholic schools and 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 2023.

At New Hall, we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Division (ages 3-11), single-sex education in the Boys' Division and Girls' 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 boys and girls learn.

There is an exciting School Development Plan (SDP), which has the continued strengthening of the school's academic standing as the priority. New facilities successfully delivered so far in the 2016-19 SDP include: investment in digital technologies; outdoors 'Forest School' provision; a second Astroturf, 3G pitch and new PE changing rooms; new recreational and hospitality facilities; and additional staff accommodation. Plans are currently underway for the expansion of the Preparatory Division to 3-form entry and for a new Science Centre.

Students aged 7-18 can board in one of six boarding houses. High academic expectations and achievements, together with outstanding pastoral care and exceptional drama, music and sports facilities and provision, together 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 full time resident priest Chaplain. The school welcomes all who support its ethos.

New Hall's Mission and Ethos

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 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:

- 'Excellent' (the highest category) in the whole school ISI inspection (2016)
- 'Outstanding' in the ISI boarding inspection (2014)
- 'Outstanding' in the Section 48 Diocese RE inspection (2013)



The Sports Facilities Department

The department is made up of a team of Sports Facilities Assistants/Lifeguards and Casual Lifeguards, led by the Sports Facility Manager. During the school day, facilities are reserved for sole use by the school for PE and Games activities. A close working relationship with the Head of PE, Director of Boys' and Girls' Sports is essential to the management of these facilities.



From 6.30pm on weekday evenings, the facilities are available to let to external organisations and we currently have regular agreements with Chelmsford Swimming Club, Chelmsford & Writtle Hockey Clubs, Chelmsford Netball Club and Essex County Cricket Club. At weekends, the facilities are let externally when not required by the school for fixtures or events. The Sports Facility Manager and their team are responsible for the set up and general condition of the sports facilities, both for school and external use. Private membership of the swimming pool is available to current parents, students & staff and their families. Specific member times are reserved each week within the pool timetable.



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 which is rewarded by beautiful surroundings, a caring community, and complimentary restaurant quality lunch each day!

Hours

The working hours for this role are Monday to Friday 13.00 to 22.00, hours may vary during the school holidays. All staff are required to attend relevant INSET (staff training) days

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; 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"

Job Description

New Hall School has a large sports complex which includes a busy fitness suite and swimming pool. The fitness suite is used throughout the day by students and staff of New Hall School.

The Fitness Trainer/Instructor reports to the Aquatics & Sports Facilities Manager. Duties and responsibilities include:

1 Fitness Trainer/Instructor

- 1.1 To provide and perform high level, effective fitness programmes, goal setting and inspire and motivate students within the fitness suite.
- 1.2 To provide cover to the PE Department for Games Sessions that are held in the fitness suite.
- 1.3 To organise appropriate land training for the Swimming Squad and design fitness programmes to develop all sports scholars.
- 1.4 To work with any staff that require guidance when using the fitness suite.
- 1.5 To ensure the gym is clean and free of health and safety hazards.
- 1.6 To ensure that all users of the fitness suite have completed the necessary paperwork and have completed an induction.
- 1.7 To take responsibility for the maintenance and repair of all the equipment within the fitness suite.

2 Lifeguard and General Duties – *Training will be provided*

- 2.1 To undertake the duties of a lifeguard to RLSS standards when cover is required. To be the first point of contact in an emergency for the pool when working in the fitness suite.
- 2.2 To test the chemical levels and temperature of the pool as shown in training.
- 2.3 To undertake the cleanliness and hygienic operation of the pool and sports facilities
- 2.4 To provide first aid treatment to sports facilities users
- 2.5 To understand and follow the guidelines laid down in the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP) held in the swimming pool office
- 2.6 To undertake monthly training to maintain lifeguard qualification
- 2.7 To undertake reception duties including answering the telephone, dealing with customers and using the till
- 2.8 To be responsible, in conjunction with security staff, for the security of the building
- 2.9 To assist with the setup of the sports equipment in all of the sporting areas

- 2.10 To ensure the daily health and safety check sheet is completed and to report any findings to the Aquatics & Sports Facilities Manager
- 2.11 To check the school calendar on a daily basis and ensure that sports facilities are set up correctly

3 Sports Facilities Bookings

- 3.1 To ensure the sports groups, who pay on the day, pay the correct amount which matches the booking form
- 3.2 To maintain the nets on the football and hockey goals and order any parts required, liaising with the Estates Department to arrange setting up
- 3.3 To monitor the behaviour of the sports lettings groups and inform the Aquatics and Sports Facilities Manager of any concerns

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.

Person Specification

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, for example, in the Mission Statement of the school

	Essential	Desirable
Education/ Qualifications	<p>Educated to GCSE Level</p> <p>Level 2 Fitness Instructor</p>	<p>GCSE/ A Level in PE</p> <p>Level 3 Fitness Instructor</p> <p>Pool Plant Operator</p> <p>Hold an up to date NPLQ Qualification</p>
Skills and Aptitudes	<p>Excellent communication, organisational and management skills</p> <p>Good IT skills</p>	<p>Knowledge of a variety of sporting equipment and facilities</p>
Disposition and personal qualities	<p>An understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Willingness to participate enthusiastically in all aspects of boarding school life</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to students/colleagues/visitors</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 £19,575 per annum and £22,383 per annum depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC18 and NHC22 on the New Hall Pay Scale C.

Holidays

Staff are entitled to 22 days holiday excluding bank holidays. New Hall closes for two days between Christmas and New Year. Staff must set aside two days of annual holiday entitlement to allow for this closure.

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

Meals

Staff are provided with lunch and break time refreshments during term time.

Sports Membership

Staff are entitled to free membership of the school fitness suite which comprises a large 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. The completed form, together with a letter of application addressed to Mrs Jeffrey, Principal, should be sent to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.
Tel: 01245 467 588 Fax: 01245 467 188 Email: hr@newhallschool.co.uk

Early applications are encouraged.

Closing Date for applications is: Midday, 6 March 2020

Interview Date: TBC

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 467588 should you have any queries.

