

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## Preparatory Divisions Class Teacher

Fixed term position for either:

4 Terms (starting April 2025) or

3 Terms (starting September 2025)

Closing date: midday, Monday 24 February 2025

# Welcome from Mrs Jeffrey, Principal



“Thank you for your interest in this opportunity at New Hall School. I joined the New Hall School community 22 years ago and, now that I am the longest serving Head of a school in HMC, I am often asked what has kept me here. It started with that first visit, in 2001, which blew me away. I remember meeting confident, characterful, good-humoured students, who made a lasting impression on me with their kindness and their evident pride in being part of the New Hall community. They spoke with passion about the work of the New Hall Voluntary Service (NHVS) as being central to School life. Their generosity of spirit and commitment to the care of those in need turned out to be a hallmark of a New Hall education. This is a place with a remarkable sense of community. At first, you will be attracted by the stunning heritage site, but, above all, it is the people who keep you here. I would not want to

move anywhere else. As a parent, I could not have asked for a better education than New Hall gave my four children. The staff team here work with remarkable commitment and care to ensure that our children have the ‘best start in life’. This is the school that many of us, staff and parents, wish that we had attended. I am looking forward to the next 20-year development plan!

New Hall, from its foundation, has been pioneering and innovative. The School is the UK’s oldest Catholic school that has always taken girls; a strong commitment to promote equality, and to address disadvantages in society for girls and women, still prevails. Our outreach and community work led us to be the first independent school to sponsor a state primary school academy. We were the first Catholic diamond model school and the first diamond model school to be created from a former girls’ senior school, with senior boys joining from 2006. The School has invested in exceptional outdoor learning, using its 140-acre campuses.

The School is large and diverse: in age, from 1-19; in size, up to 1,500 students and over 300 staff; in culture, with students from over 30 countries; in religion, as a Catholic school, welcoming all who support our ethos; in structure, offering the full range of flexible boarding options and a mix of co-education and single-sex teaching; and in educational range, with a broad curriculum and an exceptional co-curricular programme. Every day is full of opportunities to learn and grow, for staff as well as for students. It is impossible to be bored here - no two days are the same!

This is a career-defining opportunity, to be part of one of the UK’s most successful schools, with an ambitious plan for further development. Where many independent schools are retracting and reducing investment, New Hall is bucking the trend and continuing to grow and to strengthen our provision. We are investing in our Sixth Form Centre, expanding our curriculum, growing our Sport provision (most recently, with the addition of riding, football and basketball) and enhancing our co-curriculum. We are open to opportunities to expand the work of our Trust, both in the UK and internationally, through our links with sister schools and Religious Communities. In particular, we are developing a link with the Ecole Christ Ressuscite, Masaka, Rwanda, and Heilig Graf Secundair, Turnhout, Belgium, which share our Augustinian ethos. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese:

- The Ursuline Preparatory School Ilford (a New Hall Partner School)
- Loyola Preparatory School, Buckhurst Hill
- St Mary's Hare Park Primary School and Nursery, Gidea Park
- Ursuline Preparatory School, Warley
- St Philomena's Preparatory School, Frinton

I hope that you find the information contained in this pack, and on our website, helpful.”



## Introduction

This is an exciting opportunity to join our thriving Preparatory Division in a fixed term, maternity cover role. We welcome applicants from Early Career Teachers or experienced teachers.

New Hall Preparatory Divisions works to help pupils uncover their passions. Through the broad curriculum offered, pupils are given opportunities to learn, explore and problem solve. By encouraging the development of soft skills alongside the academic, children become more resilient, caring and confident. This enables them to manage pressure and respond confidently to others. At New Hall, there is the firm belief that a child's time in education should be their happiest and most memorable.

Pupils have full access to the extensive facilities of New Hall School and receive specialist teaching in a number of subjects from Reception. In Years 3-4, pupils are largely taught by their Class Teacher, whilst specialist teachers deliver lessons in a number of subjects including Music, Languages and Sport. By the time pupils reach Year 6, they are taught almost entirely by specialist teachers. This helps them to become increasingly independent and starts to prepare them for the transition to the next stage of their education. To support this system, they have a Class Tutor, someone to whom they can turn for advice and support and also the person who is the first point of contact for parents.

Years 3-6 represent the time when pupils begin to appreciate more fully the power and flexibility of language and the fundamental mathematical concepts. They learn about the scientific principles that shape the world around them, and the events that have created history. It is also the time that pupils discover the possibilities of foreign languages, develop an appreciation of the creative arts, as well as the rudiments of other curriculum areas. At New Hall, the intention is to provide a high-quality education built around a rich curriculum, one that gives pupils the best chance at succeeding in life.



# 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.

## Salary & Benefits

### Salary

New Hall has its own salary scale. The current range for this role is £32,160pa-£49,748pa (T1-8).

### 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 28.68% (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.

### Technology

New Hall is committed to promoting the digital literacy of our students. All teachers are provided with a School laptop and iPad to aid their delivery of lessons. Students in Years 3-13 have a School iPad.

### Meals in Term Time

Currently, all staff are permitted lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students. This is subject to annual review.

### Nursery

New Hall runs an on-site Nursery for 90 children aged 1-4. Staff children have priority for places, which may be part time or full time. Staff have the option of a term time only place, which reduces the annual cost.

### Sport Teams

Contributions to the sporting life of the School by leading a team attracts a competitive remuneration package for weekend fixtures. This will be paid at a rate of £60 when on site (including home fixtures) and £90 when accompanying away fixtures.

### **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
- 2 outdoor basketball courts
- Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track

### **Hours of Work**

As an independent boarding school, New Hall has long school holidays, including a 2-week October half term, and a summer holiday that always commences in the second week of July or earlier. There may be occasions where you are required to work additional hours for the proper performance of your duties, taking account of the nature of the work in an independent boarding school. A degree of flexibility is required.

For example, teachers are expected to:

- be in School from 8.00am to at least 4.30pm each day, with two days working until 6.00pm
- run one after-School/evening co-curricular club
- attend after-School staff meetings that may run until 6.00pm
- undertake boarding duties on a rota (currently one duty per term, on a Saturday/Sunday, usually for half a day)
- attend Saturday Open Days (twice a year), after-School Parents' Evenings (until around 8.00pm), Prize Giving/Exhibition Days, Taster Days and staff INSET

# Job Description - Reception Class Teacher (Maternity Cover)

The key responsibilities for the role include:

## 1 Catholic Life

- 1.1 to support and to contribute to the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School
- 1.2 to facilitate class prayer and year group Masses and to encourage the singing of hymns in assemblies
- 1.3 to be aware of and contribute to the School Development Plan and to promote the strategic aims of the School

## 2 New Hall Teachers' Standards

It is expected that all teachers will engage in the performance management process and strive for excellence in the following standards:

- 2.1 to set high expectations which inspire, motivate and challenge pupils
- 2.2 to promote good progress and outcomes by pupils
- 2.3 to demonstrate good subject knowledge and curriculum knowledge
- 2.4 to plan and teach well-structured lessons
- 2.5 to adapt teaching to respond to the strengths and needs of all pupils. This includes ensuring EAL, SEND and MAT students are supported within lessons
- 2.6 to make accurate and productive use of assessment
- 2.7 to know how to assess relevant subject and curriculum areas, including formative and summative assessment
- 2.8 to mark books to a high standard, ensuring regular and constructive feedback
- 2.9 to manage behaviour effectively to ensure a good and safe learning environment

## 3 Co-Curriculum

- 3.1 to contribute to the co-curricular programme on a weekly basis, or as otherwise arranged
- 3.2 to contribute to Preparatory Divisions and whole School events and concerts

## 4 Curriculum

- 4.1 to maintain and develop a sound knowledge of the Key Stage curriculum, including developments in the teaching of that Key Stage; to bring to the attention of appropriate people INSET needs and opportunities
- 4.2 to deliver and clearly communicate the requirements of internal assessments and public examinations and the Division's schemes of work
- 4.3 to monitor, assess and record pupils' progress, using strategies in accordance with Division and School policies (these will include formal reporting to parents in written form and orally at Parents' Meetings)
- 4.4 to work closely with colleagues to evaluate and develop the courses offered to pupils and the teaching strategies used (this will include contributing to the Department Development Plan)
- 4.5 to initiate and support cross-curricular and cross-divisional links
- 4.6 to contribute to the promotion of the Division (e.g. through displays and Open Days)

## **5 Pastoral and Health & Safety**

- 5.1 to work co-operatively to create a safe, purposeful and positive working environment for pupils and staff
- 5.2 to promote and safeguard the welfare of pupils by ensuring compliance with the Safeguarding & Child Protection Policy at all times
- 5.3 to report any actual or potential risks to the safety or welfare of pupils to the Designated Safeguarding Lead (DSL)
- 5.4 to comply with the Health & Safety policies and Medical & First Aid policies and procedures and to co-operate with colleagues to achieve high standards of health & safety
- 5.5 to be a Class Teacher, overseeing the pastoral care of the pupils and acting as the primary contact for parents of the class
- 5.6 to supervise pupils outside of lesson time, including weekly duties
- 5.7 to ensure a smooth transition for new pupils joining your class

## **6 Staff**

- 6.1 to foster good working relationships based on care, trust and respect
- 6.2 to take responsibility for the management of other adults in the classroom

## **7 Communication**

- 7.1 to communicate effectively with prospective and current parents and to promote good relationships with parents

## **8 Community Outreach**

- 8.1 to support our sponsored primary school, Messing Primary School, and Catholic independent schools in Brentwood Diocese, by sharing joint INSET
- 8.2 sharing good practice and resources
- 8.3 to support New Hall Voluntary Service (NHVS) and other charitable work of the School
- 8.4 to support New Hall Parent Association (NHPA) events
- 8.5 to strengthen the School's reputation and profile as a leading School of its type

## **9 Finance & Sustainability**

- 9.1 to seek to ensure value for money
- 9.2 to consider sustainability and to minimise waste
- 9.3 to contribute ideas for cost saving initiatives

New Hall is a busy, fast-paced environment, with curriculum lessons taking place Monday to Friday, and there is a busy co-curricular and social programme of activities at the weekend. There are long School holidays and generous remuneration and benefits.

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 and Procedures at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of pupils 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. 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 - Reception Class Teacher (Maternity Cover)

	<b>Essential</b>	<b>Desirable</b>
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>• to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding &amp; day school and be committed to the values expressed in the Mission &amp; Ethos Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Be a practicing Catholic</li> </ul>
<b>Education, Training, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• to be a well-qualified university graduate</li> <li>• to have Qualified Teacher of Early Years, Key Stage 1 or Key Stage 2</li> <li>• to understand the importance of promoting and safeguarding the welfare of children</li> <li>• to have excellent communication skills, including a high standard of spoken and written English</li> <li>• to be able to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• to have experience of independent and/or boarding education and/or Catholic education</li> <li>• Previous experience of the planning and delivery of the Early Years curriculum</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• to demonstrate initiative, drive and enthusiasm to develop their teaching to best support learning</li> <li>• to have integrity and the ability to give clear and consistent witness to the School's values</li> <li>• to be able to relate well to pupils and to take an interest in their personal development</li> </ul>	

The Equal Opportunities Policy is available on our website.



# Application Process

## Department Contacts and Social Media

For further details regarding the Pre-Prep Division and Early Years at New Hall School, or an opportunity to discuss the role, please contact Mrs Rachel Tagoe, Head of Pre-Prep Division: [r.tagoe@newhallschool.co.uk](mailto:r.tagoe@newhallschool.co.uk), or telephone: 01245 467 588.

Instagram @newhallprep

The process is as follows:

1. Applications should be made electronically via the School's website (<https://www.newhallschool.co.uk/about/job-opportunities/>).
2. Applications will be considered on a rolling basis until midday, Monday 24 February 2025
3. Interviews will take place shortly afterwards.

The successful candidate may take up the role from 22 April 2025 or 1 September 2025 depending on availability.

## About New Hall School

New Hall School is a thriving co-educational boarding and day school for up to 1,500 students aged 1 to 19. Founded in 1642, it is one of the oldest Catholic schools and the largest Catholic boarding and day school in the UK. The School's ethos continues to be inspired by its founding Religious Community, the Canonesses of the Holy Sepulchre.

*"True community is where people listen to each other; where the marginalised and excluded are included".*

(Canonesses of the Holy Sepulchre, 2023)

The charism of our founding Religious Community is service and hospitality; this is lived out in the actions of the volunteers that take part in this thriving and popular programme. Founded in 1978, the New Hall Voluntary Service (NHVS) has been providing help and support to vulnerable members of our local community for over 45 years. Volunteering for NHVS promotes an enduring community spirit, nurtures responsible citizenship and encourages student-led charitable endeavour throughout the local area.

The School is set in a stunning location dominated by the former Tudor Palace of Beaulieu and is surrounded by 70 acres of beautiful parkland and heritage gardens. The also owns New Hall Park Farm, a 70-acre site with an equestrian centre, 3 miles from New Hall. Located just outside Chelmsford city centre, the School is well connected to London - only 20 minutes by train - with a new station due to open at the foot of New Hall's private approach road, The Avenue, in 2025. There are three nearby airports: London Southend, London Stansted and London City. The Elizabeth Line at Shenfield (13 minutes by train from New Hall) has a direct line to Heathrow airport terminals.

An extraordinary school with a distinctive character and close-knit community, New Hall is popular with local, national and international families. The School is oversubscribed at key entry points. An early adopter of the diamond model, it offers a vibrant education for girls and boys, with single-sex teaching in the Senior Divisions for Years 7 to 11, and co-education in the early years, Preparatory Divisions and Sixth Form.

New Hall prides itself on the quality of teaching and learning. Seeking the highest possible levels of academic attainment is a priority. The School is equally proud to offer a rounded education, focused on developing the whole child. There is a strong emphasis on co-curricular enrichment - as recognised in its recent ISI Inspection reports. The School excels in sport, having recently been awarded Outstanding Sport in a Large School by the Independent Schools Association (ISA). Alongside traditional sports, it is home to the largest independent school ski team, benefits from a professional cricket coach, and is proud to include elite national golfers within its student body. With a well-established on-site farm, woodland school, and equestrian centre, the School makes the most of its unrivalled space to embed the many benefits of outdoor education into the curriculum for all age groups.

The School has made extensive capital investments across its estate over the past 20 years. Recent developments include: a purpose-built Nursery, a Sixth Form International Business & Languages Centre, a canopied outdoor performance space, a Chaplaincy suite, outdoor basketball courts, and a second Cookery room.

In 2012, the School established the New Hall Multi Academy Trust (NHMAT) and became sponsor of nearby Messing Primary School - an Ofsted-rated 'Good' school with 'Outstanding' features. It is now looking ahead to new ventures and exciting opportunities to further grow its partnership work.

## Inspection outcomes and accolades for New Hall School and its staff:

2024	Independent School Association Awards (ISA)	Outstanding Engagement in the Community	Finalist
2024	Independent Schools of the Year Awards	International student experience	Finalist
2024	Muddy Stilettos	Best Schools Awards for Best Experiential Learning (Modern Languages learning through Cookery)	Winner
2024	<b>Independent Schools Inspectorate (ISI)</b>	<b>School Inspection</b>	<b>All standards met and NHVS a 'Significant Strength'</b>
2024	The Boarding Schools' Association (BSA)	Best Community Work	Finalist
2024	England Netball	Netball Teacher of the Year Award	Finalist
2023	Independent School Association Awards (ISA)	Outstanding Sport in a large school	Highly Commended
2019	Brentwood Diocese	Citizenship Award	Awarded
2023	Starz UK	Most Outstanding Dance School	Winner
2023	Trinity	Champion Centre	
2023	Independent Schools of the Year Awards	Independent Prep School of the Year	Finalist
2022	The School Games Mark	School Games Mark Award	Platinum
2022	Independent Schools of the Year Awards	Innovation Award for an Outstanding new initiative	Finalist
2020	Lawn Tennis Association	Education Venue of the Year award for Essex	Finalist
2019	<b>Independent Schools Inspectorate (ISI)</b>	<b>Regulatory Compliance Inspection</b>	<b>All standards met</b>
2019	<b>Ofsted</b>	<b>EYFS Inspection</b>	<b>All standards met</b>
2019	<b>Independent Schools Inspectorate (ISI)</b>	<b>Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)</b>	<b>All standards met</b>
2019	National Westminster Bank	Project Respond competition - National Award	Winner
2019	Investing in Volunteers Award		Awarded
2019	Brentwood Diocese	Citizenship Award	Awarded
2018	Essex Digital Awards	School, Education or Charity Website	Finalist
2018	Essex Digital Awards	Overall Website of the Year	Silver
2018	<b>Diocese of Brentwood</b>	<b>Denominational Inspection</b>	<b>Outstanding</b>
2017	Volunteer Essex	Voluntary Community Service Award in the 'Who Will Care? Awards 2017'	Commendation

2017	Nationwide	Award for Voluntary Endeavour	Winner
2016	TES Independent School Awards	Independent School of the Year	Winner
2016	TES Independent School Awards	Governing Body of the Year	Finalist
2016	TES Independent School Awards	Senior Leadership Team of the Year	Finalist
2016	TES Independent School Awards	Financial/Commercial Initiative of the Year	Winner
<b>2016</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Educational Quality Inspection</b>	<b>Excellent (highest category)</b>
<b>2016</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Focused Compliance Inspection for schools with residential provision</b>	<b>All standards met</b>
2015	TES School Awards	Headteacher of the Year	Finalist
2015	Institute of Groundsmen	Groundsman of the Year	Finalist
2014	Essex Digital Awards	School, Education or Charity Website	Gold
<b>2014</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Boarding inspection</b>	<b>Outstanding</b>
2013	Essex Business Awards	Best Growing Business - Large Company	Winner
2013	Essex Business Awards	Excellence in Marketing - Large Company	Winner
2013	Essex Business Awards	Essex Business of the Year	Winner
2013	Essex Business Awards	Community Award - Business Sector	Winner
2013	Pearson Teaching Awards	Pearson Teaching Awards (History)	Longlisted
2013	Pearson Teaching Awards	Pearson Teaching Awards (Physics)	Winner - Teacher of the Year
2013	Pearson Teaching Awards	Pearson Teaching Awards (Biology)	Longlisted
2011	TES Independent School Awards	Outstanding Strategic Initiative	Winner
2005	Institute of Directors' Awards	Institute of Directors' East of England Businesswoman of the Year Award	Winner
2000	Chelmsford Borough Council	The Millennium Award for Helping Young People to Fulfil their Potential	Finalist
1996	Whitbread & Make a Difference Volunteering Awards	Outstanding service to the community	Winner





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