Founded 1642

New Hall School

The Best Start in Life

Appointment of

Head of New Hall English Language Academy

Application closing date: midday, Monday 3 November 2025

Start date: January 2026 onwards (or earlier)

Welcome from Mrs Jeffrey, Principal

"Thank you for your interest in this opportunity at New Hall School. I joined the New Hall School community 23 years ago and, now that I am both the longest serving Head of a school in HMC and the longest serving Head in New Hall's history, 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 25 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 with Heilig Graf Secundair, Turnhout, Belgium, which share the ethos of the Canonesses of the Holy Sepulchre. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese.

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

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.

Introduction

We are seeking a dynamic, ambitious and dedicated leader to play a key role in the life of New Hall as the Head of our newly launched English Language Academy. The successful candidate will join our vibrant community, leading our English Language Academy, directing the teaching of English as an Additional Language (EAL) and enhancing the boarding life of the School.

The Head of New Hall English Language Academy plays a vital role in boarding life, as well as being responsible for the organisation of regular, intensive English Language holiday camps and summer schools. The aspiration is that this role creates a Teaching English as a Foreign Language (TEFL) Centre within the School, and to lead staff training on this. This is a residential role, with rent-free accommodation provided in a School house or flat.

The New Hall English Language Academy seeks to provide the highest quality of tuition and support for English learners of all abilities, accelerating their acquisition of English whilst also immersing students in English culture and tradition. The Head of New Hall English Language Academy will lead this provision and will also work closely with the Heads of Boarding and our academic departments, to embed inclusive practices and to promote a whole school culture of language awareness and support. The Head of New Hall English Language Academy will also maintain our EAL register and will play a key role in interviewing and assessing new students as part of their admissions process. During evenings and at weekends, as part of our wider boarding team, the Head of New Hall English Language Academy will help to lead boarding activities in order to support EAL students, and to promote an immersive experience that accelerates their progress.

The English Language Academy team will consist of this role, as well as three English as an Additional Language Assistants, who are also residential.

Salary & Benefits

Salary

New Hall School has its own salary scale. The current range for this role is £45,239pa-£51,511pa (M8-M11).

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%.

Accommodation

This is residential role, and rent-free accommodation is provided in a School house or flat.

Holiday

You will be entitled to 40 days' holiday per year, excluding bank holidays. New Hall closes between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. All holiday is subject to the approval of your line manager.

Hours of Work

Support staff generally work an average of 40 hours per week across the year. Due to the nature of a busy Boarding School, these hours may be longer in term time. Alongside the running of the Academy, the Head of New Hall English Language Academy will be expected to contribute to the teaching of EAL and the running of evening and weekend activities aimed to support our students' acquisition of English and understanding of British culture.

In term time, the hours of work will typically be:

- Afternoons and evenings on four weekdays
- Saturday mornings or afternoons
- Sunday afternoons/early evenings

The Head of New Hall English Language Academy will also be expected to work 10 weeks outside of School terms, helping to run and organise our English Language holiday camps and summer schools.

New Hall, New Perks

Meals in Term Time

At New Hall, staff can enjoy a delicious, freshly prepared lunch every day during term time - free of charge. It is a great way to take a break, refuel, and catch up with colleagues, all while enjoying the same high-quality meals that make our dining experience so special. As this role is residential, breakfast and supper will also be provided during term time, when supervising students and eating with boarders.

Sports Club Membership

You will also be able to make use of an annual membership for the New Hall Sport Club, at a discounted rate, 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

Health and Wellbeing
At New Hall, staff wellbeing is important to us. You can enjoy a free annual medical check at our Health & Wellbeing Centre, book convenient on-site appointments with our school nurses, have access to flu vaccinations at a subsided cost, and access one of the School bikes to get around site in a fun and eco-friendly way.

Clubs
Being part of the New Hall community means there is plenty to get involved in beyond the workplace. Staff can enjoy clubs designed just for them - from ballet to language lessons - offering a great chance to learn something new, stay active, and connect with colleagues. And if you have a passion that you want to share, there is always the opportunity to set up your own club, making our community as diverse and dynamic as the people within it.

Social
Every Friday during term time, staff are welcome to unwind at the Denford Bar – a great spot to relax and socialise with colleagues at the end of the week. Alongside this, our New Hall Voluntary Service (NHVS) offers staff the chance to give back through a variety of community projects, creating meaningful connections and making a positive difference beyond our School gates.

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. The Head of New Hall English Language Academy will be provided with a School laptop and iPad to aid their delivery of lessons. Students in Years 5 - 13 have a School iPad.

School Fee Remission
School fee remission for staff children is granted in accordance with the provision at the time of commencing employment at New Hall. If your child is aged 4-11 and joins the Preparatory Divisions, there is a reduction of one third of the day fees. If your child is aged 11-19 and joins the Senior Divisions, there is a reduction of two thirds of the day fees. There is no staff fee remission for New Hall Nursery/Pre-School (ages 1-4).

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.

Job Description – Head of New Hall English Language Academy

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 Teaching Standards

It is expected that all staff 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 students

2.2 to promote good progress and outcomes by students

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 students. 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 Curriculum

3.1 to direct the teaching of English for as an Additional Language (EAL) across all Divisions of the School

3.2 to update and maintain the School's EAL register

3.3 to liaise with academic departments, class teachers (Preparatory Divisions) and the Nursery Manager to support EAL students and to promote the highest standards of Teaching and Learning

3.4 to collaborate with the Admissions Department to assess all students applying to New Hall English Language Academy and to determine their optimal curriculum/pathway

3.5 to liaise with the Examinations Manager in the entries, arrangements and provision of all external assessments and examinations

3.6 to ensure all examination requirements are met e.g. the assessment of oral components and to ensure materials are submitted within the deadlines specified by the examination boards

3.7 to assist Heads of Department in academic monitoring and intervention

3.8 to work with Heads of Department to help with translations in lessons

3.9 to maintain an excellent knowledge of EAL teaching, staying up to date with developments in this subject

3.10 to bring to the attention of appropriate people INSET needs and opportunities

3.11 to lead INSET sessions and training to promote awareness of the needs of language learners and to promote best practice and support

3.12 to monitor, assess and record students' progress, using strategies in accordance with Department and School policies (these will include formal reporting to parents in written form and orally at Parents' Meetings)

3.13 to work closely with colleagues to evaluate and develop the courses offered to students and the teaching strategies used (this will include contributing to the Department Development Plan)

3.14 to contribute to the promotion of the School (e.g. through Open Days, recruitment events and the production of marketing materials)

4 Co-Curriculum & English Language Camps

4.1 to co-ordinate an extensive and enjoyable co-curricular programme for students within the Academy that supports their learning of English and understanding of British culture

4.2 to ensure Academy students have a programme of academic support

4.3 to organize regular cultural trips and events to develop students understanding of British Culture

4.4 to organize a programme of residential English Language Camps that runs outside of School term time

5 Pastoral and Health & Safety

5.1 to work co-operatively to create a safe, purposeful and positive working environment for students and staff

5.2 to promote and safeguard the welfare of students 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 students 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

6 Staff

6.1 to foster good working relationships based on care, trust and respect

6.2 to manage, direct and oversee the work of three EAL Assistants

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 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. 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 – Head of New Hall English Language Academy

	Essential	Desirable
Catholic Ethos	• to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding & day school and be committed to the values expressed in the Mission & Ethos Statement	
Education, Training, Skills & Knowledge	• to have a successful track record of achieving high attainment in English Language qualifications including the Cambridge English language qualifications • to have experience of assessing the English Language ability of students • to have experience of leading a team and/or the organisation and delivery of EAL holiday camps/summer schools • to have experience of boarding education • to be a well-qualified university graduate (or equivalent) • to hold a TEFL qualification, e.g. Cambridge CELTA, Trinity CertTESOL (or similar) • to understand the importance of promoting and safeguarding the welfare of children • to have an awareness of the cultural and social challenges faced by students with EAL • to have excellent communication skills, including a high standard of spoken and written English • to be able to work as part of a team	• to have experience of independent and/or Catholic education • to have experience as a TEFL teacher
Personal Attributes	• to demonstrate initiative, drive and enthusiasm to develop students' ability to speak English • to have high expectations for student progress and conduct • to have integrity and the ability to give clear and consistent witness to the School's values • to be able to relate well to students and to take an interest in their personal development	• to have knowledge, and expertise, of Artificial Intelligence learning platforms

Boarding at New Hall School

At New Hall School, boarding begins from the age of 7 (Year 3), offering a warm and supportive home-from-home experience for our students. We have four vibrant boarding houses, each with its own unique character: Petre House welcomes boys from Years 3–11, Hawley House is home to girls from Years 3–11, Dennett House provides a nurturing environment for our Sixth Form senior girls, and Campion House caters to our Sixth Form senior boys.

Within each house lives a dedicated team of boarding staff who care for and mentor our 450+ boarders. Life in our boarding community is full of energy and opportunity. Evenings and weekends are carefully planned with a rich programme of sporting, musical, creative, and academic activities, all led by our passionate School staff and resident team.

Looking ahead, we are excited to be exploring the expansion of our boarding provision, including a Preparatory boarding house. This reflects our ongoing commitment to delivering an exceptional boarding experience for our younger students.

Application Process

Department Contacts and Social Media

For further details regarding the New Hall English Language Academy, or an opportunity to discuss the role, please contact Dr Paul Tiffen, Vice Principal (p.tiffen@newhallschool.co.uk), telephone: 01245 467 588.

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 Monday 3 November 2025.

3. Interviews will take place shortly after the closing date.

The successful candidate may take up the role from January 2026 onwards (or earlier), subject to notice and pre-employment checks.

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. We are also the 19th largest independent 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:

2025	Independent School Association Awards (ISA)	ISA Senior School of the Year Awards	Finalist
2025	Muddy's Best Schools Awards	Championing Sustainability	Highly Commended
2025	Muddy's Best Schools Awards	Passionate About Sport (Prep)	Highly Commended
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	**Independent Schools Inspectorate (ISI)**	**School Inspection**	**All standards met and NHVS a 'Significant Strength'**
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	**Independent Schools Inspectorate (ISI)**	**Regulatory Compliance Inspection**	**All standards met**
2019	**Ofsted**	**EYFS Inspection**	**All standards met**
2019	**Independent Schools Inspectorate (ISI)**	**Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)**	**All standards met**
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	**Diocese of Brentwood**	**Denominational Inspection**	**Outstanding**
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
2016	**Independent Schools Inspectorate (ISI)**	**Educational Quality Inspection**	**Excellent (highest category)**
2016	**Independent Schools Inspectorate (ISI)**	**Focused Compliance Inspection for schools with residential provision**	**All standards met**
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
2014	**Independent Schools Inspectorate (ISI)**	**Boarding inspection**	**Outstanding**
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

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