

Founded 1642



New Hall School

The Best Start in Life



Appointment of **Boarding Assistant** (Fixed Term Contract until July 2021)

newhallschool.co.uk

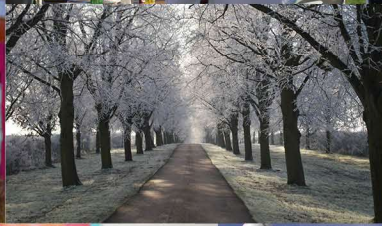
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

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Independent
School of the Year

2016



Founded 1642



New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,500 students
Co-ed Nursery (1-4), 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 September 2020:

Boarding Assistant

(Fixed Term Contract until July 2021)

Pay range £17,184-£18,384pa, excellent benefits & training provided

We are seeking to appoint enthusiastic graduates or school leavers, from 1 September 2020 until 17 July 2021. Boarding Assistants provide valuable support to students in the Boarding Houses, while gaining experience of working within their specialist area. The Boarding Assistants will work as part of a team, under the leadership of the Head of Boarding for their House. The successful candidates will have excellent interpersonal skills, with the ability to relate especially well with students. Accommodation will be provided, rent-free, in a shared house/flat.

New Hall is a warm, welcoming and supportive environment, with a mixture of single-sex and co-educational teaching. Boarding Assistants also have the opportunity to contribute to the curriculum and co-curriculum. With a supportive team and an investment in training, this is an exciting time to be joining the School.

Closing Date: Midday, Friday 10 July 2020

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

Excellent benefits • superb working environment • London Stratford 20 mins by train

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 2016-19 SDP include: the New Hall Nursery; investment in digital technologies; outdoors 'Forest School' provision; New Hall Farm; a second Astro turf, 3G pitch and new PE changing rooms; new recreational and hospitality facilities, and additional staff accommodation. Expansion of the Preparatory Divisions to 3-form entry is currently underway.

Students aged 7-18 can 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 full time resident Priest Chaplain. 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 Boarding Team

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

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

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

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

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



Working at New Hall School

As an employee at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work.

As a boarding school, we are 'home' to many students and staff. There are always various activities taking place during the evenings and weekends.

New Hall is a busy, fast-paced environment. Staff benefit from long school holidays, polite and enthusiastic students, tranquil surroundings, generous salary scales.

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"

Job Description: Boarding Assistant

The Boarding Assistant (BA) shares the pastoral responsibility for the well-being of the boarding students in the House outside of school curriculum time. S/he is responsible to the Head of Boarding (HoB) and the Vice Principal (Boarding). During the day, the BA will support the work of other departments, depending on their individual skillset.

The BA is expected to uphold, support and realise the Catholic ethos of the School as outlined in the Mission & Ethos Statement and Aims of the School.

Key responsibilities:

1. Spiritual

- 1.1 To facilitate opportunities for spiritual growth and development e.g. prayer, reflection and collective worship, together with the House team and members of the Chaplaincy Team
- 1.2 To promote Gospel values of care, trust and respect in accordance with the Mission & Ethos Statement
- 1.3 To identify students who require preparation for Baptism, First Communion and Confirmation to the Chaplain and to support them through this process

2. Academic

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

3. Social

- 3.1 To establish a community spirit within the House based on love and understanding
- 3.2 To promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development
- 3.3 To encourage the development of friendships
- 3.4 To encourage an awareness and appreciation of the needs and value of others through service and celebration
- 3.5 To provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals
- 3.6 To nurture a family atmosphere where students may feel free to approach House staff to talk through any concerns
- 3.7 To support the HoB and Assistant Head of Boarding (AHoB) to coordinate a variety of activities during evenings and at weekends
- 3.8 To attend whole School events with the students when the HoB and AHoB is unable to do so

4. Personal

- 4.1 To encourage students to meet high standards regarding personal hygiene, hair, dress and jewellery
- 4.2 To encourage students to establish healthy eating patterns and to take responsibility for their own health in conjunction with the Health Centre Manager and Medical Officer
- 4.3 To encourage students to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School
- 4.4 To share in the supervision of meals in the School Refectory, as arranged by rota

5. Administration (Students)

- 5.1 To support HoB's arrangements for student personal finances, including liaison with parents and the Finance Department

- 5.2 To record medical information and appropriate liaison with the Health Centre Manager
- 5.3 To provide an input into references for boarders

6. Administration (House)

- 6.1 To update the daily log for your House, as required by the Head of Boarding
- 6.2 To update rewards and sanction logs as appropriate
- 6.3 To take registrations and check Boardingware records are accurate for your House
- 6.4 To carry out other administrative tasks relevant to your House, as required by the Head of Boarding

7. Fabric of the House

- 7.1 To help monitor the standards of maintenance in the house, including furnishings, fittings and bedroom areas and to liaise with the HoB

The BA is required to work alongside full time members of staff at New Hall, supporting students outside of curriculum time. Duties will involve participating in activities with students such as: games, cooking, craft, sporting activities and quizzes. The BA will also be expected to help students with study, and be a general support pastorally. It will be a requirement to eat with the students and help them to develop good dinner table etiquette. The BA will also be expected to help with the bedtime routine in the boarding house. This includes room checks, hygiene monitoring and electronic device collection.

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 Aims of the School. Job Descriptions are subject to annual review.

Person Specification

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
Education	Educated to A Level	Educated to Degree level
Experience & training	<p>Experience of working with/supporting young people</p> <p>Willingness to undertake training e.g. First Aid, food hygiene, fire safety</p>	Experience of boarding education at senior level
Skills and Aptitudes	<p>Excellent skills in the following areas:</p> <ul style="list-style-type: none"> • communication • organisation • IT 	
Disposition and personal qualities	<p>An understanding of the importance of promoting and safeguarding the welfare of children</p> <p>An affinity with Christian values and willingness to promote and uphold the Catholic ethos of the School</p> <p>A firm and fair approach to behaviour management</p> <p>Kind and calm disposition</p> <p>Common sense and initiative</p> <p>Ability to relate effectively to students</p> <p>Be confident around children</p> <p>Be caring and fun, and enjoy spending time with children</p> <p>Be an effective team player</p>	Be a practising Catholic and willing to support the work of the Chaplaincy and the prayer life of the School

Salary & Benefits

Salary

The salary range for this post is NHF1-3, which is £17,184-£18,384pa (at September 2020 rates).

Pension

This is a support staff role. Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 3%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

Accommodation

Accommodation for this role is included rent-free, in a shared School house/flat.

Sports membership

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

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts
- School Fitness Suite, which comprises a range of cardiovascular equipment and free weights
- Athletics track

Hours of work

The working hours for this role will be from 4.00pm-10.30pm Monday to Friday on a rota and 2 weekends every half of a term, during term time only. Time will be given throughout the week to work within the Department of their area of specialism. All staff are required to attend relevant INSET (staff training), days which may take place on non-working days.

The Boarding Assistant will also be required to work on the night before term starts, where this falls on a working weekday, when the boarders return to school. On the last day of term, the Boarding Assistants will only be required to work until 8.00pm.

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, Principal, 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 for applications is: Midday, Friday 10 July 2020

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

New Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced check with the Disclosure and Barring Service (DBS).

Please do not hesitate to contact a member of the HR team on 01245 467 588 should you have any queries.

