

Founded 1642



**New Hall School**  
The Best Start in Life



Appointment of  
**Deputy Nursery Manager**  
Required from August 2019

[newhallschool.co.uk](http://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**

## New Hall School

New Hall School is a leading HMC boarding and day school for girls and boys aged 1-18 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 Nursery (1-4) and Preparatory Divisions (ages 4-11), single-sex education in the Girls' Division and 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 so far in the 2016-19 SDP include: investment in digital technologies; outdoors 'Forest School' provision; a second Astro turf, 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, 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:

- 'Excellent' (the highest category) in the whole school ISI inspection (2016)
- 'Outstanding' in the ISI boarding inspection (2014)
- 'Outstanding' in the Section 48 Diocesan RE inspection (2018)

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).



Independent  
School of the Year  
**2016**

## 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 that is set in beautiful surroundings; staff value working in a caring community and enjoy many exceptional benefits.

## Hours

The Deputy Nursery Manager works 45 hours a week on a rotational shift basis to cover the opening hours of the Nursery. The working hours are all year round, with a 1 hour unpaid break each day.

## 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"

"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"

## The Nursery

The New Hall School Nursery, opening in September 2019, will be located in brand new, purpose-built premises that provide a safe, modern and inspirational environment. There will be a landscaped outdoor learning environment for children to play in and explore, as well as access to the wonderful grounds and facilities New Hall has to offer.

The Nursery will form an integral part of the School, with many of the children continuing through into the Preparatory Divisions. It will extend New Hall's current age range by offering provision for 1-3 year olds ('Nursery 1') for the first time. The Nursery will also incorporate our well-established provision for 3-4 year olds ('Nursery 2'), where staff are committed to delivering an engaging and effective educational experience allowing pupils to reach their full potential. A broad curriculum, including Music, Dance, Physical Education and Forest School brings out the gifts and talents in all pupils.

The Nursery will provide care and education for approximately 60 children and will operate from Monday to Friday 8.00am to 6.00pm all year round. An extended day from 7.30am to 6.30pm will be offered subject to availability. Parents will be expected to commit to a minimum number of half-day sessions (4 sessions in Nursery 1; 6 sessions in Nursery 2).

Through the dedication of qualified, experienced and nurturing staff, the Nursery will embody the New Hall ethos, providing a holistic education based on Gospel values of care, trust and respect.





## Job Description

The Deputy Nursery Manager will support the Nursery Manager in the day-to-day running of the Nursery, which involves managing a team of staff and liaising with parents. This includes maintaining the high standards of policy and procedure implementation within the Nursery, delivering a high standard of care and education for children aged 1-4 years.

The Deputy Nursery Manager will support the Nursery Manager with the operational management of the nursery facilities and staff to ensure a balanced programme of childcare provision, delivering effective and appropriate, high quality education and childcare. The Deputy Nursery Manager will take a leading role in particular in the delivery of education in Nursery 2.

The Deputy Nursery Manager reports to the Nursery Manager. At times when the Nursery Manager is absent, the Deputy Nursery Manager is expected to work autonomously in relation to the day-to-day management of the Nursery, with the guidance and support of the Principal. The role requires the confidence to make day-to-day decisions thoughtfully and with a high degree of sensitivity to the needs of children and family.

### 1. Purpose of Job

- To work in partnership with the Principal to support learning in line with the school's Mission & Ethos Statement, the Early Years Foundation Stage, codes of practice and school policies and procedures
- To take responsibility for the education and welfare of the Nursery children, having due regard to the requirements of the school's Mission & Ethos Statement, the Early Years Foundation Stage, codes of practice and school policies and procedures
- To be supportive of the Catholic ethos of the School and work to fulfil the commitments within the School's Mission Statement

### 2. Duties and Responsibilities

- To assist the Nursery Manager in leading and managing the team of staff within the Nursery ensuring that appropriate ratios are maintained, duties and responsibilities are fairly distributed and adhered to (including management of holidays) and that everyone is sharing a common vision
- To deputise for the Nursery Manager in their absence or when requested by the Principal to do so
- To ensure that statutory guidelines are strictly followed at all times
- To share in the responsibility for the welfare and health and safety of Nursery children, having regard for the school's Health and Safety Policy, such as by carrying out appropriate indoor and outdoor equipment checks, and operating high standards of cleanliness and hygiene
- To act as Deputy Designated Safeguarding Lead for the Nursery
- To review and develop policies and practice relating to the Nursery at regular intervals
- To plan and implement schemes of work for Nursery 2 in accordance with school and Diocesan policies and in co-operation with the Nursery Manager and the Head of Division to ensure that the children experience a broad, balanced, relevant and stimulating curriculum, providing opportunities to become independent learners
- To support the Nursery Manager in the recruitment and retention of outstanding Nursery staff
- To assist the Nursery Manager in carrying out staff supervision and performance management of Nursery staff in accordance with school policies

- To teach all areas of the curriculum as required by the school, modelling outstanding practice to other staff, and motivating pupils with enthusiastic and imaginative presentation
- To liaise with the Reception teaching staff to ensure curriculum continuity and progression across the Foundation Stage and a smooth transition for pupils moving into Reception
- To resource and audit Nursery 2 appropriately within agreed budgets
- To ensure a close match between the learning experiences offered and the individual needs of the children in Nursery 2
- To support the identification of, and make appropriate educational provision for children with Special Educational Needs, those who have English as an Additional Language, those who are More Able and Talented and those with any other individual needs, with support from the Head of Learning Development and outside agencies
- To take full account of up-to-date educational theory and practice
- To maintain the highest standards of behaviour
- To foster each child's wellbeing and establish relationships which are based on mutual care, trust and respect
- To maintain a high standard of display in the learning environment
- To ensure that the outdoor learning environment is effectively used and maintained throughout the year
- To arrange for Nursery 2 resources, equipment and materials to be available in such a way that they are properly cared for and easily accessible
- To ensure Nursery 2 children's academic progress and personal development is assessed and reported to parents in accordance with the Early Years Statutory Framework, school policies and procedures
- To support staff in the use of online assessment data to identify strengths and weaknesses and set challenging targets that will raise academic achievement
- To promote positive home/school links through daily interactions with Nursery 2 parents and carers, and the use of the Tapestry online learning journey
- To take up the opportunity for Continuous Professional Development through self-directed reading, courses and in-service training
- To organise, supervise and accompany on school trips
- To attend and lead assemblies and collective worship
- To attend and lead staff meetings and INSET sessions, parent information sessions and school functions as appropriate, including marketing events and activities that may run during the evening or at the weekend
- To follow school policy and procedure on the use of personal data in accordance with General Data Protection Regulations

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

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	<p>Educated to GCSE level or above</p> <p>NVQ Level 5 qualification in child care</p>	<p>Paediatric First Aid Certificate</p> <p>Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification</p>
<b>Experience</b>	<p>Minimum of 2 years' experience of working with children aged 1-4 years</p>	<p>Experience of setting up a new nursery and managing staff</p> <p>Experience of independent preparatory education</p>
<b>Skills and Aptitudes</b>	<p>Comprehensive knowledge and understanding of EYFS statutory framework, curriculum, assessment and modern teaching techniques</p> <p>Excellent written and oral communication</p> <p>Excellent IT, organisational and management skills</p> <p>Excellent, creative classroom practitioner</p> <p>Clear and balanced views about pastoral care and behaviour</p> <p>An understanding of child development and the ability to recognise and respond to individual pupil needs</p> <p>An ability to relate effectively to Early Years pupils, other staff within the school, and parents</p>	<p>A willingness to develop through further training and courses</p> <p>Confidence in delivering and overseeing others who deliver the Early Years curriculum</p>
<b>Disposition and personal qualities</b>	<p>An understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Motivated, reliable and energetic</p>	

---

	<p>Common sense and initiative</p> <p>Ability to lead and motivate others and build teams</p> <p>Flexibility to adjust to change and development</p>	
--	--	--

New Hall School is committed to safeguarding pupils. There will be an enhanced DBS check prior to appointment of all posts.

# Salary & Benefits

## Salary

The salary range for this post is currently between £26,775 per annum and £32,344 per annum depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHC28 and NHC34 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.

## Bank Holidays and Saturdays

The Deputy Nursery Manager will be required to work on School Open Days which take place on the last Saturday in September and either the first Bank Holiday in May, or the Saturday of the first Bank Holiday weekend.

## 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.

## Accommodation

There is a possibility of renting a room in a shared School house, adjacent to the campus, for £400pcm.

## 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, 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.

Completed Application Forms and your letter of application should be sent, via email, to [hr@newhallschool.co.uk](mailto: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.

**Closing Date for applications is: Midday, Wednesday 24 April 2019**

**Interview Date: Wednesday 1 May 2019**

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.

