

Founded 1642



New Hall School
The Best Start in Life



Appointment of
Head of Human Resources

(full time or term time only)

Available immediately

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 Preparatory Divisions (ages 1-11), 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 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 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)

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).

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 teamwork. 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 normal working hours for the HR office staff are from 8.30am-5.30pm, with a 1-hour unpaid meal break, Monday to Friday, all year. The working hours for term time only are 8.30am-5.30pm, with a 1-hour unpaid meal break, Monday to Friday, during term time plus four weeks in the school holidays. All staff are required to attend relevant INSET (staff training) days.

The working hours for this role will reflect the seniority of the post; the Head of HR will be expected to offer flexibility and to work over and above normal office hours, such as when there are urgent staffing matters to address.

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

The Head of HR reports to the Head of Finance. The Head of HR is a member of the Senior Leadership & Management team (SLMT), working across all Divisions.

The Head of HR will work closely with the HR Committee on the organisation and co-ordination of professional review, development and support for the staff of New Hall School, to enable the School to meet fully its objectives now and in the future.

Key responsibilities:

1. Senior Leadership & Management & Working with Governors

- 1.1 to manage the HR team in the provision of an effective and supportive HR service; defining priorities and adapting resources to meet requirements
- 1.2 to promote effective communication with team members and other internal and external key contacts
- 1.3 to take responsibility for managing, monitoring and reviewing the HR budgets and cost saving initiatives, as required
- 1.4 to ensure that all members of the HR Department are kept up-to-date on inspection criteria and HR policies and procedures
- 1.5 to attend SLMT meetings as required, providing advice and guidance as required and ensuring the SLMT are kept up-to-date with changes to Employment Law
- 1.6 to attend and prepare papers for twice weekly HR Committee meetings
- 1.7 to contribute to the annual and 3-year School Development plan (SDP); to implement and evaluate the plan
- 1.8 to attend Governors' meetings, if required by Governors (e.g. the Education & Staffing Committee)
- 1.9 to provide HR advice and support to New Hall Multi-Academy Trust and its sponsored school, as required
- 1.10 to take responsibility for HR matters relating to school inspections and compliance
- 1.11 to prepare, collate and submit staffing information (for e.g. the DfE, ISC, Catholic Education Service (CES), as required)

2. Data Protection

- 2.1 to give regular training to all staff to ensure that they understand the school policies and procedures surrounding data protection, and the reasons behind them; to make staff aware of their responsibilities regarding maintenance of data privacy and especially of their duty to report any breaches immediately to the DPO
- 2.2 to assist in ensuring that data protection awareness is embedded in the professional culture of the school in a similar way to safeguarding
- 2.3 to be a member of the GDPR working party of key staff across the whole school whose responsibilities align very closely with the handling of data, especially sensitive data, including the DSL, the Online Safety Officer, the Head of Finance, the Director of Admissions, Communications & Development, the Health Centre Manager and the IT Manager to ensure that details of the new legislation are understood and implemented in these key departments
- 2.4 to conduct checks to ensure that HR policies and procedures are being implemented in line with GDPR legislation

3. Recruitment and Induction

- 3.1 to oversee, as appropriate, the recruitment and selection of staff, to ensure best practice, consistency and innovation as well as to comply with the necessary legislation such as Equal Opportunity and GDPR requirements

- 3.2 to explore and consider with academic line managers alternative recruitment strategies, to include in-house training for non-qualified teachers where appropriate
- 3.3 to develop the School's relationship with employment agencies for the appointment of temporary staff; to negotiate to ensure that best arrangements are available to the School
- 3.4 to develop the School's relationship with advertising agencies for the appointment of all staff; to negotiate to ensure that best arrangements are available to the School
- 3.5 to review and develop the induction programmes in School and to support those who contribute to/run such programmes, and to deliver some programmes as appropriate
- 3.6 to monitor the process for receiving staff feedback on departure
- 3.7 to oversee and manage the UK Visas and Immigration regulations for staff, as required

4. Professional Review, Training and Development

- 4.1 to help nurture a culture which is reflective and disciplined, innovative and supportive and one in which teachers are aware of recent educational research, encouraged to be actively involved in research projects and to share their findings
- 4.2 to contribute to the operation, evaluation and development of the annual professional development and performance review programme for all School staff, which is integrated with the objectives of the School Development Plan and the professional needs of individual teachers, housemistresses/masters and support staff
- 4.3 to review job descriptions with line managers to ensure that these are kept up-to-date annually
- 4.4 to be a source of information and support to staff considering individual training and development, including technical skills relating to IT and Health & Safety, as well as routes for career diversification
- 4.5 to be responsible for overseeing and supporting the in-service development programme for support staff, including analysis and evaluation of provision
- 4.6 to work closely with the Deputy Principal on whole staff INSET training and development initiatives, from planning through to implementation, offering creative ideas and solutions and undertaking all necessary administration
- 4.7 to collate and review feedback from staff regarding external INSET undertaken, using this to inform future practice and the INSET budget
- 4.8 to ensure that all personnel files are kept up-to-date and compatible with inspection regulations
- 4.9 to collate all staff training records and to approve support staff INSET training
- 4.10 to ensure that staff receive certification for any INSET provided and that this is kept on their personnel record
- 4.11 to consider and promote opportunities for staff development: exchange programmes; research projects; links with teachers in other schools; work in the community; study leave etc.; to keep abreast of good practice and to make recommendations to SLMT
- 4.12 to plan, monitor and oversee the well-being provision for staff, including the mentoring programme, and to ensure staff are aware of where they might find support and guidance, as appropriate

5. Administration

- 5.1 to be responsible for maintaining the Single Central Register and to ensure that it is checked termly by a Governor and annually by an external assessor
- 5.2 to be accountable for ensuring that all pre-employment checks are carried out and references received
- 5.3 to take responsibility for creating/finalising staff recruitment adverts, job details packs, interview questions, and to assist with hosting candidates
- 5.4 to be responsible for overseeing the induction and probation of all new staff
- 5.5 to ensure arrangements are in place for all trainee teachers and NQTs for relevant induction/mentoring programmes
- 5.6 to ensure that letters of offer and contracts of employment and other appropriate documentation are issued for new staff in a timely way, with accuracy and attention to detail

- 5.7 to oversee performance and probation review deadlines for all teaching staff, and analysis of all paperwork to ensure line managers are following procedure
- 5.8 to draft new HR policies and procedures as necessary and to ensure that all existing policies are reviewed regularly and in compliance with employment legislation
- 5.9 to work with the Head of Finance to ensure that an appropriate HR Information System (HRIS) is in place and functioning appropriately
- 5.10 to ensure confidentiality of information, including the safeguarding of information about current, past and prospective employees; to ensure the privacy and confidentiality of personnel information, subject to any legal rights of employees in respect of information relating to them
- 5.11 to manage the annual pay review programme for all staff
- 5.12 to contribute to the Governor reports each term

6. Advice and Communication

- 6.1 to ensure the creation and maintenance of good staff relations, to promote a constructive working environment, for example by organising well-being initiatives
- 6.2 to keep SLMT abreast of trends in remuneration and conditions of employment, including comparative data for the sector, and reviewing and developing as appropriate
- 6.3 to promote the HR function and raise awareness of the services provided for staff
- 6.4 to provide advice to SLMT and Governors on HR matters, including the implications of new employment legislation
- 6.5 to lead consultations with staff on matters of pay and conditions; to attend consultation meetings as required
- 6.6 to lead staff disciplinary, grievance, capability or redundancy hearings or appeals, as required
- 6.7 to ensure staff are aware of School policies and procedures relating to its employees including Health & Safety and risk management; to ensure the relevant sections of the Staff Handbook and the Employment Manual are kept up-to-date
- 6.8 to oversee the monitoring and control of absence recording process for support staff; to review and analyse teaching staff absence; to implement strategies of control to help reduce absenteeism; to oversee return to work interviews with staff as required, following prolonged or frequent absence and to liaise with an occupational health consultant or the school medical officer when appropriate
- 6.9 to act in a way that will not knowingly countenance, encourage or assist unlawful conduct by either employer or employee
- 6.10 to abide by the Codes of Practice set by the Chartered Institute of Personnel and Development

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

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 & qualifications	Educated to degree standard or equivalent professional qualification CIPD qualified	
Experience	Proven experience of working at HR management/supervisory level Understanding of Data Protection and GDPR compliance	Experience working in an HR role within an educational establishment
Skills and Aptitudes	Excellent communication, organisational and management skills Excellent written and verbal communication skills Excellent administration and organisational abilities, with an accurate and thorough approach to tasks Strong IT skills	Confidence in delivering training to staff
Disposition and personal qualities	Understanding of the importance of promoting and safeguarding the welfare of children Self-starter, highly motivated and naturally proactive, with a professional approach Approachability and ability to empathise and show care and respect Ability to motivate others and to build teams Common sense and initiative Ability to work independently and as part of a team	

Salary & Benefits

Salary

The salary range for this post is currently between £52,834pa and £61,295pa, depending on qualifications and experience, together with the generous benefits detailed below. This range is between points NHL10 and NHL16 on the New Hall Pay Scale. The salary for a term time only role is pro rata (between £43,186pa and £50,102pa).

Holidays

For the full time role, the successful candidate will be entitled to 27 days holiday each year, 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.

For the part time role, the successful candidate will work term time (34 weeks a year) and 4 weeks in the School holidays. This must include the week between A Level and GCSE results and the week before the start of term.

Bank Holidays and Saturdays

The Head of HR will be required to work on School Open Mornings, 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. Time off in lieu will be awarded for working on each of these days.

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 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.

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.

School fee remission (teaching, boarding and SLMT only)

Staff fee remission is granted (pro rata for part time staff) in accordance with the provision at the time of commencing employment at New Hall. For SLMT members the provision is as follows: if your child is aged 4-18 and joins New Hall School, there is a reduction of two thirds of the day fees. Please note that there is no staff fee remission for New Hall Nursery/Pre-Reception (ages 1-3).

Places for staff children are subject to space availability and the normal entry assessments. If the acceptance of a job offer is dependent on your child/children attending New Hall, please contact the admissions team on 01245 467 588 to verify whether there is availability within the year group/s. You will need to complete an application form for fee remission, available from the HR Department. This must be done prior to your child starting the School or the remission will only apply from the following term.

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 e.murphy@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: Tuesday 23 April 2019

Early applications are welcome.

Interview Date: Friday 26 April 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 467 588 should you have any queries.

