

Founded 1642



New Hall School

The Best Start in Life



Appointment of Swimming Teacher

Application closing date: midday, 5 January 2025

Early application advised: immediate start

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

Swimming at New Hall provides students of all ages with the opportunity to learn, improve and compete throughout the academic year. We are seeking to appoint a dedicated and passionate Swimming Teacher (Saturdays), reporting to the Head of Swimming.

Swimmers at New Hall are able to benefit from the School's exceptional 25-metre, 6-lane indoor swimming pool. Our facilities also include a state-of-the-art fitness suite to enhance the whole development of the athlete.

Fixtures take place after school, with a comprehensive fixture list for all age groups throughout the academic year. New Hall participates in the Mid Essex League, which offers the opportunity for greater student involvement.

As part of its thriving Swim Programme, New Hall School operates a Swim Club that is proudly accredited by Swim England East Region. The Club is a cornerstone of our co-curricular provision, offering a comprehensive and high-performance training environment for aspiring swimmers. The structure of the Swim Club includes a dedicated team of three full-time swimming coaches and one full-time swimming teacher, ensuring personalised coaching, expert instruction, and consistent support for all athletes across a wide range of abilities.

Salary & Benefits

Salary

The salary for the position is £3,825pa.

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%.

Hours of Work

Your normal hours of work will be 9.00am to 2.00pm on Saturdays in term time. All staff are required to attend INSET (staff training) days; payment is included in the salary.

The Swimming Teacher will be required to work on School Open Days, which usually take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May. All staff are required to attend INSET (staff training) days. All staff are required to attend INSET (staff training) days. You will also be required to attend the annual Sports Day on a Saturday in the Trinity Term, and attend Exhibition Day, which is usually on the final Saturday of the academic year.

Holidays

You are entitled to School holidays, as published in the School calendar, as holidays with pay. However, you may have to work at such times during School holidays as is reasonably required by the Head of Swimming.

New Hall, New Perks

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 subsidised 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.

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 – Swimming Teacher

Key responsibilities 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 be aware of and contribute to the School Development Plan and to promote the strategic aims of the School

2 Swimming

- 2.1 to deliver swimming lessons in line with Swim England standards and to the quality standard of New Hall School
- 2.2 to follow the Swim England 'Learn to Swim' programme and produce lesson plans for all sessions delivered based on this scheme
- 2.3 to deliver high quality, safe and well-structured swimming lessons to a variety of different ability groups
- 2.4 to assist in the development and delivery of the teaching programme
- 2.5 to be able to teach all levels of the Swim England 'Learn to Swim' Programme
- 2.6 to complete end of term assessments
- 2.7 to communicate with the Swim School Coordinator and swimming staff regarding swimmer progress
- 2.8 to maintain accurate records of lessons and the attendance of pupils
- 2.9 to be responsible for the safety of all swimmers/helpers on the poolside
- 2.10 to ensure pool equipment is stored safely and that damaged equipment is reported immediately
- 2.11 to understand and be able to implement the Pool Safety Operating Procedures

3 Pastoral and Health & Safety

- 3.1 to work co-operatively to create a safe, purposeful and positive working environment for students and staff
- 3.2 to promote and safeguard the welfare of students by ensuring compliance with the Safeguarding & Child Protection Policy at all times
- 3.3 to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL)
- 3.4 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

4 Staff

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

5 Communication

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

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.

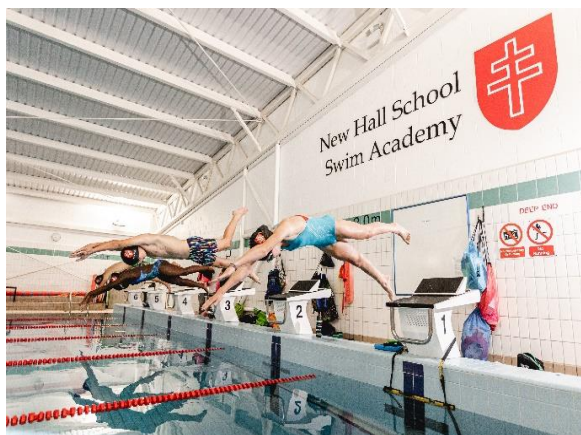
This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

The Person – Swimming Teacher

	Essential	Desirable
Catholic Ethos	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • to hold Level 2 Qualified teacher (or above) • to have previous experience teaching or supporting swimmers • to have excellent communication and organisational skills • to have clear understanding of the Swim England's Expected Standards for the Fundamental stage's framework 	<ul style="list-style-type: none"> • to hold a valid NRASTC/ NRASTC Light
Personal Attributes	<ul style="list-style-type: none"> • to be committed to safeguarding and promoting the welfare of children • to demonstrates common sense, initiative, flexibility and the ability to handle change • to have the ability to relate effectively to staff and students • to be flexible and adaptable, to support the needs of individual swimmers • to be reliable and punctual at all times • to have a professional attitude 	

Swimming

As part of its Swim Academy, New Hall runs a Swim Club accredited by Swim England East Region. Our students have benefitted from elite coaching from some of the country's finest swimmers, including recent Olympians and Commonwealth medalists. Our students achieve remarkable success in elite level competitions, most recently including ISA and East Regional Championships, and have competed in National Finals. In the Michaelmas Term 2022, our Junior Boys freestyle relay team won the silver medal at the English Schools' National Competition. Our Swim Academy includes a number of swimmers who are among the finest in their age group nationally.



Members of New Hall Swim Academy



Our Senior Swim Academy Captain winning five events at the East Regional Championships

Application Process

Department Contacts and Social Media

For further details regarding the Swimming Teacher vacancy at New Hall School, or an opportunity to discuss the role, please contact Mr Jason Bigara, Director of Sport, j.bigara@newhallschool.co.uk or Mrs Katie Munro, Head of Swim Coach, k.munro@newhallschool.co.uk. They can also be contacted through telephone: 01245 467 588.

Instagram @newhallschool

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 until midday, 5 January 2025.
3. Interviews will take place the week commencing 12 January 2025 / Interview will take place shortly after the closing date.

The successful candidate may take up the role from January 2025 depending on notice and completion of 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. 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 school also owns New Hall Park Farm, a 70-acre site with an equestrian centre, 3 miles from New Hall, and Boreham House; a stunning Grade I listed heritage building, set in 35 acres of countryside. Located just outside Chelmsford city centre, the School is well connected to London – only 30 minutes by train, with a new station now open at the foot of New Hall's private approach road, The Avenue. 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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