

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## **Chaplaincy Assistant (with international placement)**

(One or two-year fixed-term contract)

Application closing date: midday, Friday 12 September 2025

Start date: from October 2025

## 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 expanding 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

This is an exciting opportunity for two people to join our vibrant and expanding Chaplaincy Department. Chaplaincy Assistants provides spiritual and pastoral support, and faith development across all Divisions and to staff and parents of the School. This involves bearing witness to the Mission & Ethos Statement and maintaining and enhancing the distinctive Catholic nature of the School.

As a member of the Chaplaincy Department, the Chaplaincy Assistants report to the Head of Chaplaincy. All members of the Chaplaincy Department are residential. They are actively involved with the boarding community, and running Chaplaincy activities, which take place in the mornings, during the school day, after school clubs and evenings and sometimes on weekends. An exciting and crucial aspect of this role is working with our sister school, the Ecole Christ Ressuscite, and religious community, the Daughters of the Resurrection, in Masaka, Rwanda, who belong to the same Order as our Founding Community, the Canonesses of the Holy Sepulchre. The two successful applicants will spend one term volunteering in this vibrant community and teaching in our sister school. At present, there are four Rwandan Daughters of the Resurrection living in the newly established Mission House at New Hall School and, as we continue to build strong connections with the Rwandan community, we are seeking applicants who are enthused by the opportunity to travel to, and work in, Rwanda.

This is a one or two-year fixed term contract.

# Salary & Benefits

## Salary

New Hall has its own salary scale. The salary for this position is £26,208pa (S1). This position is available on a one or two-year, fixed-term contract.

## International Placement

The two successful applicants will spend one term together in Rwanda alongside the religious community of the Daughters of the Resurrection and will work in our sister school, the Ecole Christ Ressuscite. Flights, accommodation and meals will be provided without charge.

## 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%.

## Holiday

You are entitled to the statutory minimum holiday entitlement of 28 days, inclusive of bank holidays, which is deemed to be taken during the School holidays, in accordance with the published dates in the School calendar.

## 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.

## Meals in Term Time

The Chaplaincy Assistant will be provided with breakfast, lunch and supper without charge during term time. Staff having School meals should assist with supervision and take an interest in getting to know students.

## Accommodation

Rent free shared accommodation is provided for this role on the School site.

## 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.

## Sport Club Membership

As an employee, you will 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

## Hours of Work

Support staff generally work an average of 40 hours per week. A timetable will be set for Chaplaincy work during the School day, as well as for a number of after school, evening and weekend Chaplaincy activities. You may be asked to work for two weeks in the School holidays, as part of the salaried role, in support of residential courses and retreats. All Chaplaincy staff are expected to be involved in Sunday Mass in term time (4.30pm-6.15pm), including the Sunday evening before the start of each half term, when boarders return to School. Chaplaincy staff are also required to attend the annual Mass for the Dead - this Mass is hosted by our founding Religious Community, which is the first Saturday in November, as well as "Easter at New Hall" - from Maundy Thursday to Easter Sunday, and assisting with the Residential boarding week at the start of the summer holidays.

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

- The normal school day
- Two afternoons and two evenings on weekdays
- NHVS lunch activity
- Sunday afternoons/early evenings
- Youth Mass – the first Thursday of every month (at Brentwood Cathedral)
- Attend Confirmation sessions

The Chaplaincy Assistant 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. 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 (unless the International Placement coincides with such events).

# Job Description – Chaplaincy Assistant

## Key responsibilities:

### 1. Chaplaincy

- 1.1. to act as an ambassador for the School in the wider Catholic community, including supporting links between the School, parishes and local Catholic schools
- 1.2. to contribute to the work of the Chaplaincy Team (Chaplaincy Department, plus non-residential team members), led by the Head of Chaplaincy, meeting regularly to plan events, liturgies and fundraising activities
- 1.3. to spend a term living and working in Rwanda with the Daughters of the Resurrection, teaching in the school and living alongside the community
- 1.4. to educate the New Hall community in Chelmsford on the work being done in Rwanda and to communicate the common and international ethos of our communities
- 1.5. to provide support and act as an adviser, inspiring through example and leading students in prayer
- 1.6. to support students in their sacramental life
- 1.7. to contribute to boarding life through assisting with the running of a lively programme of Chaplaincy and boarding activities
- 1.8. to contribute to retreats, vigils and other Chaplaincy events
- 1.9. to assist with morning or evening prayers
- 1.10. to contribute to the pastoral and spiritual welfare of students
- 1.11. to contribute to the work of the New Hall Voluntary Service (NHVS)
- 1.12. to help support the development plan for Chaplaincy, which contributes to the School Development Plan

### 2. Spiritual

- 2.1. to facilitate opportunities for spiritual growth and development, e.g. prayer, reflection and collective worship, together with the Boarding House Teams and members of the Chaplaincy Team
- 2.2. to promote Gospel values of care, trust and respect, in accordance with the Mission & Ethos Statement

### 3. Academic

- 3.1. to encourage students to engage with material that will help their faith development (e.g. books, podcasts, talks)
- 3.2. to take part in the rota for examination invigilation

### 4. Pastoral

- 4.1. to nurture a community spirit within Chaplaincy, based on hospitality, trust and understanding
- 4.2. to promote the development of students' talents and interests
- 4.3. to encourage the development of friendships
- 4.4. to foster an inclusive environment, with good integration between students of different nationalities and cultural backgrounds
- 4.5. to promote equality and diversity and care and respect for all, challenging inappropriate behaviour and attitudes
- 4.6. to provide an environment where students can develop social skills through the organisation of activities, entertainment, group discussions and meals

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 School's Equal Opportunities Policy is available on our website.

## Person Specification

	Essential	Desirable
<b>Catholic Ethos</b>	<ul style="list-style-type: none"> <li>to have a clear understanding of, and a commitment to, the aims of a Catholic independent boarding &amp; day school and be committed to the values expressed in the Mission &amp; Ethos Statement</li> <li>to be a practicing Catholic</li> </ul>	
<b>Education, Training, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>to be educated to A Level or equivalent</li> <li>experience of working with/supporting young people</li> <li>excellent communication and organisational skills</li> <li>experience of working as part of a team</li> <li>willingness and capacity to travel, live and work in Rwanda for one term</li> </ul>	<ul style="list-style-type: none"> <li>willingness to undertake training, e.g. First Aid, Fire Safety</li> <li>experience of supporting the faith development of young people</li> <li>experience of boarding education</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>to have an understanding of the importance of promoting and safeguarding the welfare of children</li> <li>must be a practising Catholic (priest's reference required) and able to support the work of the Chaplaincy and the prayer life of the School</li> <li>display an enthusiastic and energetic approach to communicating about the Christian faith</li> <li>ability to relate effectively to students when discussing theological, moral and spiritual issues, and to nurture their faith development</li> <li>to have an understanding of the importance of working with children from a wide variety of religious backgrounds and experiences, and with those who do not have a faith</li> <li>kind and calm disposition</li> <li>to have integrity and the ability to give clear and consistent witness to values of care, trust and respect</li> </ul>	



## Chaplaincy at New Hall School

New Hall is the UK's largest Catholic boarding & day school. The Chaplaincy Team provides spiritual support and faith development for the students and staff of the School, in particular the resident boarding community of 250 boarders and resident families. The School has a flourishing, successful Theology Department, together with a strong Music Department and choral tradition.

The Chaplaincy Team comprises a committed group of staff and students including the resident Head of Chaplaincy, who leads the Chaplaincy Team, alongside a resident Priest Chaplain. They plan and organise Masses and other liturgies.

The School benefits from a beautiful and historic Chapel, which is the heart of the School, and the St Francis Chapel in the grounds of the Preparatory Divisions. The Chaplaincy Team has a dedicated building, The Chaplaincy Chambers, which opened early 2025. The Chaplaincy Chambers comprises an office for the Chaplaincy Team; a large open space for retreats and creative activities; a more relaxed area for spiritual support; a book shop and a kitchen area. Next to the Chaplaincy Chambers, is the Caim space, a dedicated space for reflection, which also operates as a film room. Opposite the Chaplaincy Chambers is The Barn, one of the most historic parts of the campus. The Barn, which is the base for the New Hall Voluntary Service (NHVS), consists of a main hall, kitchen, an Oratory, offices and beautiful, tranquil gardens.

*"Sharing the joys of my faith with the young generations at New Hall is an invaluable experience. To walk alongside these young people as they go through and develop their own spiritual journey, and to see them live out the Catholic values is something I am so humbled and proud to see. With every interaction I have with a child, my own faith is strengthened in an amazing new way."* (Emma, Chaplaincy & Boarding Assistant)



*New Hall School Chapel*

*"I have enjoyed opening up space and opportunity for students from all faith and none to explore and reflect on their interior life and on the deeper questions. It is a privilege to witness the special yet personal moments of realisation and understanding of the students during sharing and prayer. Through involvement in the NHVS, I have enjoyed living out the faith in action, through interaction with the elderly and socially marginalised."* (Visitation, Chaplaincy & Boarding Assistant)

*"Serving children with diverse faiths and no faith has given me the opportunity to fulfil my baptismal promise to 'proclaim the good news of God in Christ through word and deed; serve all people following the example of Jesus; and strive for justice and peace [...]'. It has been a joyful journey of spiritual exploration and a deepening of faith. Sharing this journey with the children during activities, meditation, prayer and learning moves this 'career' firmly into the category of vocation; a vocation to inspire the hearts of all those*

*you serve and a vocation to be proud of. God called me to New Hall to be a member of this passionate Catholic Chaplaincy Team and I am so glad I accepted that call."* (Andrew, Chaplaincy & Boarding Assistant)

## Application Process

### Department Contacts and Social Media

For further details regarding New Hall School, or an opportunity to discuss the role, please contact Mr Regan Schreiber, Head of Chaplaincy: [r.schreiber@newhallschool.co.uk](mailto:r.schreiber@newhallschool.co.uk), or 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 closing date: midday, Friday 12 September 2025
3. Interviews will take place shortly after the closing date

The successful candidate may take up the role from October 2025, 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. 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 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:

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	<b>Independent Schools Inspectorate (ISI)</b>	<b>School Inspection</b>	<b>All standards met and NHVS a 'Significant Strength'</b>
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	<b>Independent Schools Inspectorate (ISI)</b>	<b>Regulatory Compliance Inspection</b>	<b>All standards met</b>
2019	Ofsted	<b>EYFS Inspection</b>	<b>All standards met</b>
2019	<b>Independent Schools Inspectorate (ISI)</b>	<b>Material Change Inspection (increase of student roll to 1,500 and inclusion of age range 1-3 years)</b>	<b>All standards met</b>
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	<b>Diocese of Brentwood</b>	<b>Denominational Inspection</b>	<b>Outstanding</b>
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	<b>Independent Schools Inspectorate (ISI)</b>	<b>Educational Quality Inspection</b>	<b>Excellent (highest category)</b>
2016	<b>Independent Schools Inspectorate (ISI)</b>	<b>Focused Compliance Inspection for schools with residential provision</b>	<b>All standards met</b>
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	<b>Independent Schools Inspectorate (ISI)</b>	<b>Boarding inspection</b>	<b>Outstanding</b>
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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