

Founded 1642



New Hall School

The Best Start in Life



Appointment of Housemistress

Application closing date: midday 2 June 2026

Start date: 1 January 2027, or 12 April 2027

Welcome from Mrs Jeffrey, Principal



“Thank you for your interest in this opportunity at New Hall School. I joined the New Hall School community 24 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 180-acre campuses.

The School is large and diverse: in age, from 1-19; in size, with 1,400 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 an exciting 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 École Christ Ressuscité, 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.”



Mrs Jeffrey and Mr Fardell receive their long service awards, having given 68 years of service between them, to Catholic education. The awards were presented by Bishop Alan Williams SM at Brentwood Cathedral. Pictured here with the resident Canonesses at New Hall.

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**

Our Most Valuable Resource – Our Staff Team

New Hall benefits from a stable and committed staff body, with retention and length of service significantly exceeding sector averages for UK independent boarding schools. Across the independent sector, annual staff turnover is typically in the region of 16-18%, and average tenure is around three to four years. By contrast, New Hall reported an annual turnover of 3% in the last 12 months, and an average staff tenure of five years.

At New Hall, over 17% of employees have more than 10 years' service, reflecting the strength of our collegiate culture, clear sense of mission, and commitment to professional development. Currently, two staff (one teacher, one support staff) have served for over 40 years, and 24 staff have served for over 20 years.

Staff are supported and encouraged in their career development, including through generous funding for courses, and flexible working/sabbaticals for study and training. In 2024-25, 30% of staff progressed, internally or externally, into new roles, promotional opportunities, or additional responsibilities. Since 2020, New Hall has trained 11 staff as teachers, through the school-based PCGE and ECT courses. The School welcomes apprentices and graduate entry applicants for a range of roles, to have a diverse workforce, combining experienced staff and new talent.



Staff celebrating working at New Hall for over 10 years in 2024

Scan the QR code to listen to staff views on working at New Hall



Role Profile – Head of Boarding

New Hall School is seeking to appoint a Housemistress; the job title at New Hall is Head of Boarding (HoB). The HoB plays a central role in leading and developing a thriving, supportive, and high-quality boarding environment. The HoB is responsible for ensuring outstanding pastoral care, fostering a strong sense of community, and promoting the emotional, social and academic development of all boarders. There are four HoBs, who work closely together, sharing ideas and expertise.

The postholder is expected to uphold, support, and actively promote the Catholic ethos of the School, as outlined in its Mission & Ethos Statement. Acting *in loco parentis*, the HoB ensures that all students feel safe, valued, and supported, while maintaining the highest standards of safeguarding, wellbeing, and personal development.

Key responsibilities:

1. Leadership and Management

- 1.1 to ensure that the Boarding House has an outstanding character and quality of pastoral care, and that all members of the House team support this vision
- 1.2 to ensure that the House exceeds the National Minimum Standards for Boarding (NMS)
- 1.3 to be visible and to have a high profile and authoritative presence throughout the School
- 1.4 to be responsible for the recruitment and retention of boarders to the House, working with the Admissions Department
- 1.5 to be accountable for the quality of work of staff in the Boarding House
- 1.6 to provide an effective induction and CPD programme for House staff

2. Safeguarding

- 2.1 to be alert to protect boarders from physical, emotional, and sexual abuse, as well as neglect
- 2.2 to promote and safeguard the welfare of all students in accordance with statutory guidance, including Keeping Children Safe in Education (KCSIE)
- 2.3 to maintain vigilance regarding signs of abuse, neglect, exploitation, bullying, self-harm, radicalisation, or mental health concerns
- 2.4 to report safeguarding concerns immediately to the Designated Safeguarding Lead (DSL) using School procedures
- 2.5 to maintain accurate, confidential, and timely safeguarding records
- 2.6 to attend safeguarding and child protection training regularly

3. Spiritual

- 3.1 to support the Catholic ethos of the School
- 3.2 to be a visible presence and to take a leading role at the weekly Sunday Mass for boarders and resident staff, as well as other School/Tutor Group Masses, as required
- 3.3 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
- 3.4 to identify students who require preparation for Baptism, First Communion and Confirmation and to support them through this process, and to liaise with the Chaplaincy Team as appropriate

4. Academic

- 4.1 to assist in monitoring and supporting the academic progress of each student in the Boarding House
- 4.2 to support and guide boarders in making choices for senior school transfer, academic options for Year 8 and 9, and A Level and Sixth Form

- 4.3 to ensure that the House has appropriate academic resources e.g. books, wall displays, IT equipment and software, to encourage and support learning
- 4.4 to be a role model for lifelong learning, showing an interest in reading, culture, current affairs and politics
- 4.5 to encourage development of boarders' general knowledge and current affairs e.g. through running quizzes and debates

5. Social and behaviour

- 5.1 to ensure a smooth transition for new students
- 5.2 to establish a community spirit and family atmosphere within the House, based on care and understanding
- 5.3 to attend School social occasions to meet with boarders' parents including at the beginning and end of terms
- 5.4 to build a House identity within the wider School community
- 5.5 to promote integration of boarders and day students through social and educational events, in particular through devising an interesting and varied Friday evening and weekend programme
- 5.6 to ensure that all boarders are aware of the Code of Conduct and adhere to high standards of behaviour and courtesy at all times
- 5.7 to foster an inclusive environment, with good integration between students of different nationalities and cultural backgrounds
- 5.8 to promote equality and diversity, and care and respect for all
- 5.9 to challenge inappropriate behaviour and attitudes e.g. racism, sexism, homophobia

6. Personal development and wellbeing

- 6.1 to encourage students to meet high standards regarding personal hygiene and attire
- 6.2 to encourage students to establish healthy eating patterns and to take responsibility for their health in conjunction with the staff in the Health & Wellbeing Centre
- 6.3 to encourage boarders to take responsibility for the security of their own belongings, including the appropriate deposit of money and valuables brought to School
- 6.4 to supervise meals in the School Refectory
- 6.5 to help boarders to develop the skills and qualities of leadership, while also ensuring that their academic commitments remain their first priority

7. Co-Curriculum

- 7.1 to promote the development of boarders' talents and interests and to provide a range of experiences to promote cultural, sporting and personal development
- 7.2 to ensure that every boarder engages in more than one co-curricular activity
- 7.3 to arrange a variety of activities during evenings and at weekends, utilising the House budget effectively

8. Health & Safety (H&S)

- 8.1 to act in *loco parentis* for each boarder during term time when at School, as well as on School trips that may take place during the holidays
- 8.2 to be responsible for H&S in the Boarding House, ensuring Risk Assessments are completed in line with School policy
- 8.3 to be responsible for the health and wellbeing of each boarder, ensuring correct recording of medical information and liaising appropriately with the Health & Wellbeing Centre
- 8.4 to share in an on-call rota with other members of resident staff to provide first aid and fire marshal assistance during periods of the School holidays

9. Administration and Compliance

- 9.1 to ensure excellent timely communications with parents
- 9.2 to provide a pastoral report for boarders
- 9.3 to know who the Scholars and Award holders are within the Boarding House and to forward information about progress and successes/achievements to the appropriate member of staff to facilitate Scholar reports
- 9.4 to ensure compliance with UKVI Student Sponsorship inspection requirements
- 9.5 to organise staff and Boarding Prefect duties within the House
- 9.6 to prepare and update House marketing material and House booklets
- 9.7 to be responsible for keeping the House social media accounts up-to-date
- 9.8 to keep a daily record for the House including of all incidents, rewards and sanctions
- 9.9 to assist with travel arrangements

10. House maintenance and decor

- 10.1 to monitor the standards of maintenance in the House, including furnishings, fittings and bedroom areas
- 10.2 to oversee cleanliness and hygiene within the House, and to liaise with the Housekeeper/Cleaner /House Matron
- 10.3 to oversee the provision for kitchen supplies and to liaise with the Catering Manager regarding functions

11. Finance

- 11.1 to manage the House budget
- 11.2 to provide appropriate arrangements for student personal finances

Person Specification (essential in normal font; desirable in *italics*)

It is a genuine occupational requirement that the post-holder be female for reasons of privacy and decency.

1. Catholic Ethos

- 1.1 to have a clear understanding of and a commitment to Catholic education
- 1.2 to care about the School's charitable work and public benefit and to help nurture the spirit of service to others
- 1.3 *to be a practising Catholic, able to give active and effective witness to the faith*
- 1.4 *to be able to give leadership in the spiritual and prayer life of the School, and in moral and faith development*

2. Education & Training

- 2.1 to be a university graduate
- 2.2 if appointed as a teacher, a successful track record of teaching up to GCSE/ A Level
- 2.3 *to hold a BSA qualification*
- 2.4 *to have Level 3 Designated Safeguarding Training (DSL) training*
- 2.5 *to have Qualified Teacher Status*

3. Experience

- 3.1 to have a minimum of two years' experience in a boarding school environment
- 3.2 to have experience working with people from a variety of cultures and backgrounds
- 3.3 *to have experience assisting in, or leading, a boarding house*
- 3.4 *to have experience leading/ managing a team at middle management level*

4. Skills and Aptitudes

- 4.1 to have excellent communication, organisational, IT, and management skills
- 4.2 *to be able to contribute actively to the co-curricular life of the School*

5. Personal Attributes

- 5.1 to have an understanding of the importance of promoting and safeguarding the welfare of children
- 5.2 to have integrity and the ability to give clear and consistent witness to the values embedded in the School's Catholic ethos
- 5.3 to have a clear and inspiring vision for boarding education
- 5.4 to be able to relate well to students (particularly aged 9-16), taking a real interest in their personal development and demonstrating empathy for their needs and feelings
- 5.5 to be able to create a positive and nurturing environment that promotes boarders' talents and interests
- 5.6 to be an effective and visible presence around School, both in the School day and in the wider boarding School life, leading by example
- 5.7 to have a kind and calm disposition
- 5.8 to demonstrate a firm and fair approach to behaviour management
- 5.9 to have a good-humoured approach to teamwork, with the ability to motivate others
- 5.10 to have an ability to resolve conflict situations and problems effectively and calmly, and to learn from mistakes
- 5.11 to have the ability to think independently and express views confidently and constructively
- 5.12 to have the ability to demonstrate decisiveness and initiative
- 5.13 to have flexibility in order to be able to adjust to change and development

Overview of Boarding

Boarding Staff play a central role in creating a safe, supportive, and welcoming environment for students within the Boarding House community. The team is committed to promoting students' wellbeing, personal development, and sense of belonging.

Working closely with academic and pastoral staff, residential staff provide day-to-day care, guidance, and supervision for boarders, ensuring that each child feels valued, supported, and encouraged to thrive both socially and academically. The team offers a structured and nurturing environment that fosters independence, mutual respect, and a strong sense of community.

New Hall is the second oldest Catholic school in the UK. It occupies the former Tudor Palace of Beaulieu, the Grade I listed Boreham House events venue (and future home to the Preparatory Divisions), and New Hall Park Farm, a 70-acre country park and Equestrian Centre. The School has a long-standing reputation for combining Catholic values, academic ambition, and strong pastoral care within a traditional boarding environment. Our boarding community is characterised by exceptionally strong family continuity and loyalty to the School across generations. The enduring presence of multigenerational families, including third-, fourth-, and the near future, fifth-generation students, reflects the depth of the School's heritage and the lasting attachment many families feel toward the New Hall community.

Structure and Support

New Hall has around 400 boarders across four Boarding Houses: Hawley House and Petre House for students in Years 5-11, and Dennett House and Champion House for Sixth Form students. Boarding provision is carefully structured according to age, with separate girls' and boys' Houses. We combine strong pastoral care with increasing independence, as boarders progress through the School.

Each House is led by a Head of Boarding and supported by a resident pastoral team that typically includes one or two Assistant Heads of Boarding (AHOBs), depending on the age range, layout, and size of the boarding community. Every House also benefits from a resident House Matron, alongside additional at least one of the following: resident Sport Coach, Musician-in-Residence, Performing Arts Assistant, resident Graduate (on a teaching or support staff training programme), and specialist pastoral staff. This structure enables close day-to-day support, strong relationships with students, and a genuine family atmosphere within each House.

The School's wider resident boarding community also includes a substantial Chaplaincy Team, comprising ordained and lay Chaplains, as well as members of the Senior Leadership and Management Team (SLMT). These staff provide spiritual leadership, pastoral guidance, worship, retreat programmes, and daily support to students and staff.

Additional resident staff contribute significantly to boarding life, including senior pastoral and operational staff (such as a dedicated Health & Safety Officer, and Night Porter) together with resident Equestrian staff supporting New Hall's riding programme and equestrian facilities.

Boarding options include full, weekly, flexible, and occasional boarding, attracting boarders from local UK families, London-based families, international families from around 30 countries, and many longstanding Catholic families with deep historical connections to the School.

Scan the QR code for more information about boarding at New Hall.



Hawley House

This exciting professional opportunity is to lead Hawley House, for girls in Years 5-13. Hawley House provides a nurturing community where girls can thrive academically, emotionally, and spiritually. Our dedicated staff, including the Head of Boarding, Assistant Head of Boarding, and House Matron, work to create a warm, home-like environment. A new role of Boarding Assistant will also be added to the Hawley House staff team for two years from September 2026, due to increased popularity of junior boarding.



Hawley House offers shared rooms for boarders in Years 5-8, and single study rooms in Years 9-11. Facilities include: modern kitchen; evening access to two well-equipped Cookery Rooms; a large common room with game consoles; a spacious staff office; a film room in the adjacent Chaplaincy Chambers; indoor and outdoor Sport facilities; music practice rooms; and the Eaton Theatre.



In Hawley House, we emphasise personal growth, responsibility, and our School's values of care, trust, and respect. Boarders enjoy a balanced routine with studies, friendships, and a variety of activities. Each weekend brings exciting excursions like London's museums, theme parks, historical sites, theatre trips, cinema nights, shopping, and go-karting; designed to be both fun and enriching.

Current Boarding Staff



Katherine Jeffrey
Principal



Andrew Fardell
Deputy Principal



Katherine Reading
Vice Principal



Sam Carroll
Director of Boarding & Admissions



Hawley House
(Years 5-11 Girls)



Gail Schreiber
Head of Boarding
(Vacancy from April 2027)



Sacha Robinson
Assistant Head of Boarding



Josteena Tennyson
House Matron



Holly Fry
Musician in Residence
(Boarding)



Vacancy
Boarding Assistant



Petre House
(Years 5-11 Boys)



Tony Jenkins
Head of Boarding



Jamal Agard
Assistant Head of Boarding



Arthur Pickthorne
Assistant Head of Boarding



Abi Jogbodo
House Matron



Jennipher Stephens
House Matron



Torin Mills
Musician in Residence
(Boarding)



Dennett House
(Years 12-13 Girls)



Michelle Bonnici
Head of Boarding



Naomi Jogbodo
Assistant Head of Boarding



Karolina Owczarczak
House Matron



Jessica Brook-Watt
Sport Assistant
(Boarding)



Campion House
(Years 12-13 Boys)



Sam Higgs
Head of Boarding



George Harris
Assistant Head of Boarding



Petra Kotesovska
House Matron



Jonathan Garnett
Sport Assistant
(Boarding)

Chaplaincy Team 2025-26



S Anuarite
Chaplaincy Assistant



S Cansilde
Chaplaincy Assistant



S Marie Josée
Chaplaincy Assistant



S Valentine
Chaplaincy Assistant



Mrs Katherine Jeffrey
Principal



Mr Regan Schreiber
Head of Chaplaincy



Mr Nathanael Alford
Chaplaincy Assistant



Mr Pietro Cespoli
Chaplaincy Assistant
& Teacher of Theology



Mr Joseph Cryan
Chaplaincy Assistant
& Teacher of History



Rev Sarah de Bats
Chaplaincy Assistant
& Teacher of Music



Mr Luke Dunkley
Chaplaincy Assistant &
Teacher of Theology



Mr Andrew Fardell
Deputy Principal



Mr Matthew Gray
Deputy Head of Operations
and Health & Safety Officer



Fr Martin Hardy
Resident Priest Chaplain



Mr Toby Harman
Acting Head of Theology



Miss Madeleine Jeffrey
Chaplaincy Assistant



Miss Rebecca Parsons
Chaplaincy Assistant



Mrs Katherine Reading
Vice Principal



Fr Andrew Robinson
Resident Priest Chaplain



Mrs Benedicte Robinson*
SENDCo (Prep) and Assistant
Lay Chaplain (Prep)



Mrs Gail Schreiber
Chaplaincy Assistant &
Head of Boarding (Hawley House)



Mrs Maria Webster*
Head of Theology



Mr Rory Wylie Carrick
Chaplaincy Assistant

*non-residential

Future Development Plans

As part of the continued development of our boarding provision, New Hall is considering the future creation of a dedicated junior Boarding House for younger pupils, with plans to open from September 2028.

Current discussions include possible provision for:

- Years 5-6 only; or
- Years 5-8 as a broader junior boarding model

The intention is to create a distinct age-appropriate environment for younger boarders, with enhanced pastoral support, specialist staffing, and facilities tailored specifically to Prep aged children. This development would build on New Hall's long-established reputation for junior boarding and reflect growing parental demand for a nurturing, family-style boarding provision for younger pupils.



Hawley House



Dennett House



Champion House



Petre House (Earle Wing)

Culture, Values and Professional Conduct

What We Expect from All Staff

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 Staff

- 2.1 to foster good working relationships based on care, trust and respect
- 2.2 to work as an effective member of the wider team, demonstrating flexibility to assist with general workload at times of peak volume

3 Safeguarding

- 3.1 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
- 3.2 to promote and safeguard the welfare of pupils 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 pupils to the Designated Safeguarding Lead (DSL)

4 Pastoral and Health & Safety

- 4.1 to work co-operatively to create a safe, purposeful and positive working environment for pupils and staff
- 4.2 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

5 Community Outreach

- 5.1 to support our sponsored primary school, Messing Primary School, and Catholic independent schools in Brentwood Diocese, by sharing joint INSET
- 5.2 sharing good practice and resources
- 5.3 to support New Hall Voluntary Service (NHVS) and other charitable work of the School
- 5.4 to support New Hall Parent Association (NHPA) events
- 5.5 to strengthen the School's reputation and profile as a leading School of its type

6 Finance & Sustainability

- 6.1 to seek to ensure value for money
- 6.2 to consider sustainability and to minimise waste
- 6.3 to contribute ideas for cost saving initiatives

Salary & Benefits

Salary

A competitive salary will be offered on New Hall's own Pay Scale, depending on qualifications and experience, together with the generous benefits detailed below.

Pension

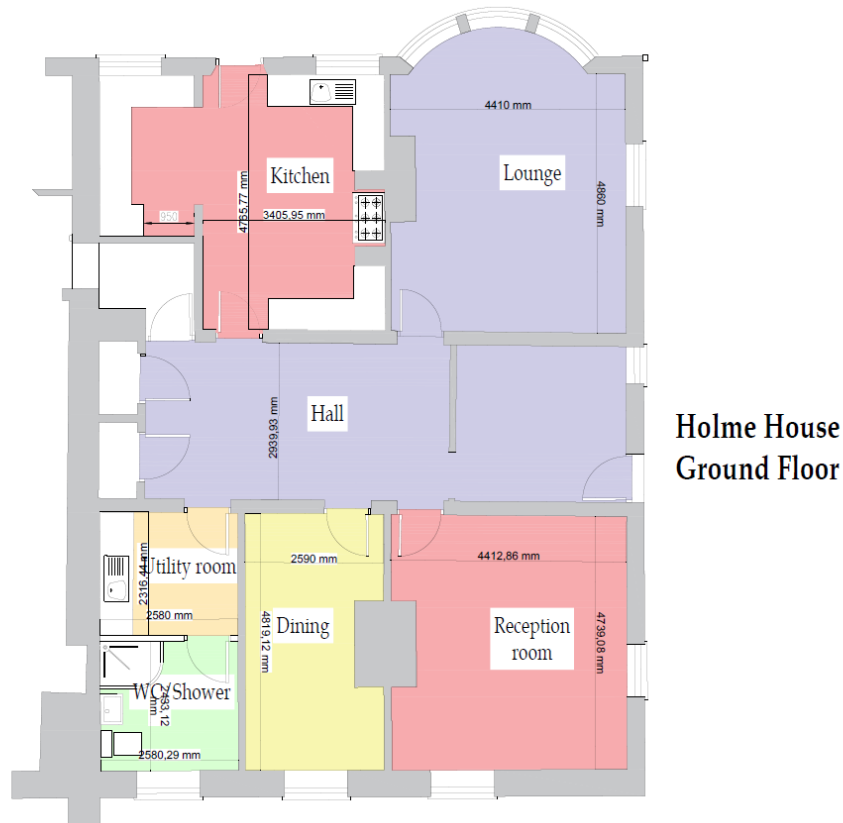
Non-teaching staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

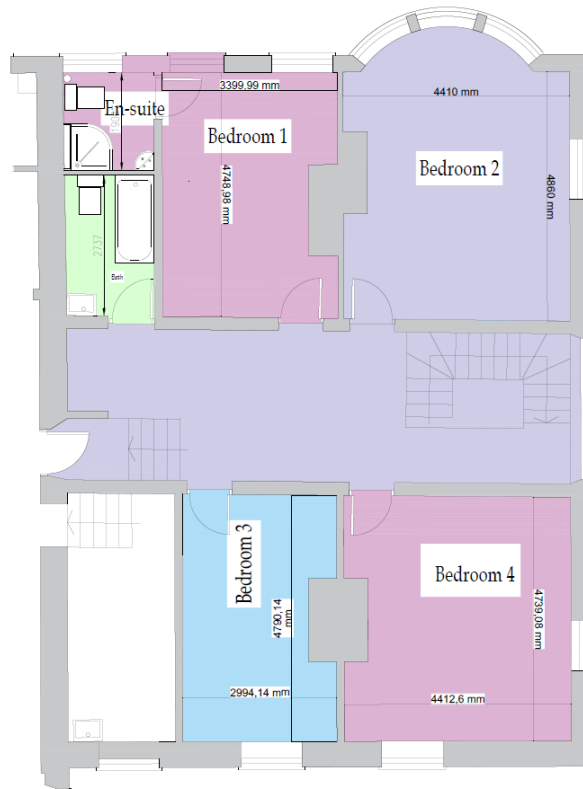
Accommodation

It is a requirement of the role that the HoB resides in School accommodation for the proper performance of their duties. Residential accommodation is all of a high standard, attractive and well-maintained. We value our staff team and appreciate the importance of providing a comfortable home, balancing privacy and excellent access to the Boarding House.

The accommodation associated with this role is exceptional and regarded as some of the finest residential provision available for boarding staff at New Hall. Situated in the heart of the New Hall campus, Holme House offers spacious, high-quality family living in an attractive and private setting. For applicants relocating with a family, the full property provides generous living and entertaining space, multiple bedrooms, family bathrooms and a spacious and tranquil garden. The property combines the character and setting of a substantial family home with the convenience and security of living within a leading boarding school community.

For a single applicant or couple, the accommodation can be configured as one self-contained half of the property, as Holme House converts easily into two independent apartments, allowing for equally impressive and comfortable accommodation while maintaining appropriate privacy.





Holme House
First Floor



Holme House interior

Continued Professional Development (CPD)

New Hall places a strong emphasis on CPD and is widely recognised for developing talented boarding professionals. Boarding staff benefit from a comprehensive CPD programme, including safeguarding and pastoral training, leadership development, coaching and mentoring opportunities, and support for professional qualifications. Staff are encouraged to take on increasing responsibility within the boarding community, and many achieve internal promotion into senior pastoral and leadership roles within the School. New Hall also has an excellent record of preparing boarding professionals for future career progression, with significant numbers of former boarding staff going on to senior leadership positions at other leading boarding schools in the UK and internationally.

Hours of Work

For teachers in the HoB role, the timetable would normally be in the range of 33%-50% of a full-time timetable. Where possible, the age range will be tailored to be the most effective and helpful for the staff member and the School. The amount of teaching may vary each academic year, and will depend on factors such as: the number of students taught; whether there are GCSE/A Level classes; the subject/s offered; and the age range of the Boarding House. Generally, the timetable for the Sixth Form House teachers is higher than for the Year 5 - 11 Houses. Outside of timetabled commitments, the HoB has protected time off during the School day from 8.00am-4.00pm.

Given the nature of the role, Heads of Boarding are required to undertake weekend duties during term time, typically from 6.00pm on Friday until 10.00pm on Sunday. One weekend of protected time-off is allowed each half term.

In addition, each Head of Boarding is entitled to two evenings and one full day off each week, taken consecutively. This period begins at 5.30pm on the first evening, and continues for the following 24 hours, concluding at wake-up time on the subsequent day.

These arrangements reflect the usual pattern of duty. However, they are reviewed annually and may vary from year to year in accordance with the operational needs of the School.

The HoB ensures the preparation of the House for the start of term and the clearing of the House at the end of term. Up to two working days should be allowed before the start of term and one day before the start of a half term. After the official end of term, the HoB should remain for up to two working days. One day is required at the end of a half term. At the beginning of the academic year, it is expected that the HoB will return three working days before staff INSET commences to assist in the preparation of the House. The HoB 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, Sports Day, and Exhibition Day.

Each year you will be expected to work on residential holiday camps at New Hall that take place outside of term time. The current expectation is for the equivalent of one week which is kept under annual review. The remainder of the School holidays are taken, as published in the School calendar, as holiday with pay.

'Only at New Hall'

The School boasts traditions unique to New Hall, as well as distinctive facilities rarely found in an educational setting. Below are some of our state-of-the-art facilities, as well as annual School events which celebrate our ethos and community spirit.



In addition to the former Tudor Palace of Beaulieu, 2025 marked the acquisition of New Hall's second Grade I listed building, Boreham House. Plans include our Preparatory Divisions moving to Boreham House, one mile from the New Hall campus.



International Business & Languages Centre (IBLC)



Chaplaincy Chambers



Two Racewood Equestrian Simulators



Learn-to-Ride Centre



New Hall Beach



Campion House En-Suite Rooms



Annual Avenue Run down our historic tree-lined drive, part of our Grade II listed Park and Gardens



Easter at New Hall



Beaulieu Park Singers | Community Choir



Annual Oxbridge Dinner



Foundation Day Singing Competition



Annual Culture Day



New Hall Come Dancing Charity Competition

Application Process

For further details regarding New Hall School, or an opportunity to discuss the role, please contact Human Resources at hr@newhallschool.co.uk or telephone: 01245 467 588.

Social Media: 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 on a rolling basis
3. Interviews will take place on a rolling basis

The successful candidate may take up the role from January 2027 onwards, depending on notice and completion of pre-employment checks. Please note: to comply with KCSIE and Safer Recruitment policies, applications via CV are not accepted.

Staff Benefits & Staff Wellbeing

Technology

New Hall is committed to promoting the digital literacy of our students. Staff are provided with a School laptop and an iPad.



Campus

Staff can explore the School's extensive outdoor learning areas across our 180-acre heritage grounds.



Library

Staff can make use of the School's well-stocked libraries to support professional development and personal interests.



Freshly Prepared Meals

At New Hall, staff can enjoy a delicious, freshly prepared 3-course meal every day during term time - free of charge. It is a great way to take a break, refuel, and catch up with colleagues, all while enjoying the same high-quality meals that make our dining experience so special.



Leadership Pathways

New Hall's investment in staff is shown by the significant number of internal promotions: 79 current staff (27%) have had at least one internal promotion, with 39 of these staff being promoted more than once and 16 staff being promoted more than twice.

The School has a record number of staff who have gone on to Headship/Deputy Headship (15 in recent years).



Health & Wellbeing

At New Hall, staff wellbeing is important to us. Staff have access to 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 have access to 24/7 counselling support.

School bikes are also available for staff to get around site in a fun and eco-friendly way.

Continuing Professional Development

The School has a generous CPD budget, which is exceptional in including full or part funding for degrees, diplomas, MA/MPhil qualifications, PGCEs, DELF/DELE modern languages courses, finance qualifications (CIPP, CIMA, ACCA, AAT), HR qualifications (CIPD), music lessons and even driving lessons!

The School runs apprenticeship schemes (Early Years, Chaplaincy, horticulture). New Hall has taken a lead in training teachers, investing £250k in training teachers over a 5-year period.



Staff Socials



Every Friday after work during term time, staff are welcome to unwind in the Denford Bar – a great spot to relax and socialise with colleagues at the end of the week.



Transport

An electric vehicle fleet is available to staff for business use and staff have complimentary access to the School's bus network.

Long Service Awards



New Hall has annual long service awards, in 5-yearly intervals from 10 years, for the many staff who reach milestones of 10+ to 40+ years. Currently, 57 members of staff have given service here for 10 years or more.

Parking

Complimentary on-site parking is available for all staff.



Sport Facilities

Staff and their immediate family are able to make use of New Hall's outstanding sport facilities. This includes use of our 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, and the School's Athletics track.



Activities & Clubs

Staff can enjoy clubs designed just for them - from the staff choir to ballet and 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.

Community

Many staff recommend roles at New Hall to friends and family, and several couples have met and married at New Hall!

Recently, three generations of one family worked at New Hall, as support staff. The School employs a high number of Old Fishes (alumni), with typically 8-12 on the staff each year. Several former staff have become Governors of the School, Directors of New Hall's Multi Academy Trust or volunteers with the New Hall Voluntary Service (NHVS).



Tea & Coffee Provision

Staff enjoy complimentary tea and coffee throughout the day in dedicated staff rooms.



Staff Benefits & Staff Wellbeing (continued)

Enhanced Holidays

Enjoy additional days of holiday, the ability to take holiday in term time, and the Christmas to New Year School closure, that ensures an extended break for all at this time for family and friends.

Vocations & Faith Development



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.



Staff have access to our beautiful Chapel and prayer spaces, and vibrant Chaplaincy. Staff may volunteer with the New Hall Voluntary Service (NHVS) or support our sister community in Rwanda, with opportunities for voluntary work overseas. Funding is provided for courses (eg the CCRS, A Level RS, organ lessons, an MA in Theology/ministry/Catholic leadership).

Staff may join groups for faith development, training in ministries and liturgical music. There are daily opportunities for collective worship: Adoration, morning and evening prayer and Mass. The Careers & Vocations Department and Chaplaincy support staff in discernment of their vocation.

Connectivity

Beaulieu Park railway station is at the entrance to New Hall's Avenue: 30 minutes to Stratford and 38 minutes to London Liverpool Street. The Elizabeth Line at Shenfield (13 minutes by train) terminates at Heathrow airport. There are nearby airports: London Stansted, London Southend and London City.



Events

From equestrian displays, inspiring art exhibitions and music concerts, to thrilling sporting fixtures, dance performances, and theatrical productions, there is always something for staff to enjoy. Our exceptional facilities provide the perfect setting for these occasions, fostering a strong sense of community spirit and pride.

Staff are warmly encouraged to attend and take part in the many events throughout the year - whether supporting students, collaborating in creative projects, or simply enjoying the lively atmosphere that makes New Hall School such a special place to work.

Location

Enjoy the best of both worlds: countryside and city. New Hall has a London commuter station (Beaulieu Park) at its front gate, and benefits from the vibrant and growing facilities of the Cathedral city of Chelmsford. Facilities abound in the city centre and nearby: sports centre and ice rink; farmers markets; shopping centres and retail parks; museum; bars and restaurants; park with weekly Park Run; activity/recreational facilities for parties and socials; centres for equestrian, canoeing and paddleboarding. Within a 25 minutes drive is a dry ski centre. A short drive takes you to the extensive Essex coast and Mersea Island.



About New Hall School

New Hall School is a thriving co-educational boarding and day school for 1,400 students aged 1-19. Founded in 1642, it is one of the oldest Catholic schools and the largest Catholic boarding & 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.

New Hall is a warm, welcoming, and supportive community, with a staff of around 300. Staff enjoy an exceptional working environment. The main campus occupies the stunning Grade I listed former Tudor palace of Beaulieu, and is surrounded by 75 acres of beautiful parkland and heritage gardens. The School's conference and events venue is at the Grade I listed Boreham House, with 35 acres of grounds, one mile away. The School also owns New Hall Park Farm, a 70-acre site with an equestrian centre, 3-miles from New Hall.

Beaulieu Park railway station is at the entrance to New Hall's Avenue: 30 minutes to Stratford and 38 minutes to London Liverpool Street. The Elizabeth Line at Shenfield (13 minutes by train) terminates at Heathrow airport. There are nearby airports: London Stansted, London Southend and London City.

Chelmsford is a dynamic and welcoming city, with a population of around 190,000. Recognised as the *Sunday Times*' 'Best Place to Live in the East' in 2025 and 2018, and listed among the top ten best places in the East of England in 2019, it offers an exceptional quality of life. The city's rich history, vibrant cultural scene, and strong sense of community make it an attractive place to live and work.

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. It is now looking ahead to new ventures and exciting opportunities to further grow its partnership work.



Messing Primary School



Painted by New Hall Alumni, Liam Merrigan

Inspection outcomes and accolades for New Hall School and its staff:

2026	The Boarding Schools' Association (BSA)	Best Community Work via BSA 'On Board' Initiative	Finalist
2025	Diocese of Brentwood	Catholic Schools Inspectorate	Outstanding
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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