

Founded 1642



New Hall School

The Best Start in Life



Appointment of
EAP Assistant (Boarding)
Fixed-term contract

Application closing date: midday, Friday 12 September 2025

Start date: September 2025 onwards

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

We are seeking a compassionate, adaptable, and dedicated EAP (English for Academic Purposes) Assistant to join our vibrant community, contributing to both the academic and the boarding life of the School. The EAP Assistant (Boarding) will provide high-quality support to English language learners across all year groups (Years 1–13) both during the School day and through the evening and weekend boarding activities programme. They will also contribute to the programme of EAL residentials which run outside of term time. This is a residential role, with rent-free accommodation provided in a shared School house or flat.

New Hall English Language Academy seeks to provide the highest quality of tuition and support for English learners of all abilities, accelerating their acquisition of English whilst also immersing students in English culture and tradition. The EAP Assistant (Boarding) will work closely with the Head of New Hall English Language Academy as well as the wider teaching staff to provide tailored support to students with varying levels of English proficiency across all divisions of the School. This includes in-class support, small group interventions and one-to-one sessions, depending on individual needs. The team also liaises with academic departments to help embed inclusive practices and to promote a whole school culture of language awareness and support. In the evenings and at weekends, the EAP Assistant (Boarding) will liaise closely with our Heads of Boarding in order to support our English Language learners and to promote an immersive experience that helps to accelerate their progress.

This is a fixed term contract for one year, with the possibility of two terms. New Hall School is unable to sponsor visa applications for this position. Therefore, to be considered, the candidate will need to hold the correct visa/documentation to work in the UK.

Salary & Benefits

Salary

The salary is £23,411pa. This is an all-year round position.

Accommodation

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

Hours of Work

Support staff generally work an average of 40 hours per week. A timetable will be set for the EAP Assistant (Boarding) during the School day, as well as for a number of after school, evening and weekend activities. In term time, the hours of work will typically be:

- Afternoons and evenings on four weekdays
- Saturday mornings or afternoons
- Sunday afternoons/early evenings

The EAP Assistant (Boarding) 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. During School holidays you will be required, as part of the salaried role, to support residential courses.

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 will be entitled to 35 days' holiday per year, including bank holidays. New Hall closes between Christmas and New Year and for bank holidays; staff must set aside annual holiday entitlement to allow for these closures. All holiday is subject to the approval of your line manager.

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

As a member of the boarding community, the EAP Assistant (Boarding) 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. This benefit is subject to annual review.

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

Job Description – EAP Assistant (Boarding)

The key responsibilities for the role 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 facilitate class prayer and year group Masses and to encourage the singing of hymns in assemblies
- 1.3 to be aware of and contribute to the School Development Plan and to promote the strategic aims of the School

2 EAL & Boarding

- 2.1 to provide support for English language learners in developing their English proficiency
- 2.2 to deliver one-to-one or group sessions under the guidance of the Head of New Hall English Language Academy
- 2.3 to provide in-class support to students across curriculum areas, to ensure they understand key learning points to enable them to reach their full academic potential
- 2.4 to adapt and modify learning materials to meet the language needs of EAL students
- 2.5 to monitor and record the progress of EAL students and report concerns to relevant teaching & boarding staff
- 2.6 to encourage and facilitate the integration of EAL students into mainstream classroom activities
- 2.7 to lead co-curricular and boarding activities in order to support EAL students
- 2.8 to participate in staff meetings, training sessions and other School events
- 2.9 to accompany, and supervise, boarders on trips and excursions
- 2.10 to undertake any other duties commensurate with the role, as instructed by the Head of New Hall English Language Academy

3 Pastoral

- 3.1 to actively promote the values and ethos of the School, embodying the principles of care, trust and respect and challenging inappropriate behaviour
- 3.2 to provide an environment where students can develop their social skills through the organisation of a range of activities
- 3.3 to promote the development of boarders' talents and interests
- 3.4 to nurture a community spirit based on hospitality, trust and understanding
- 3.5 to foster an inclusive environment with good integration between students of different nationalities and cultural backgrounds

4 Health & Safety

- 4.1 to work to create a safe, purposeful and positive working environment for students and staff
- 4.2 to adhere to school policies and procedures
- 4.3 to promote and safeguard the welfare of students by ensuring compliance with the Safeguarding & Child Protection Policy and Health & Safety Policy at all times
- 4.4 to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead (DSL)
- 4.5 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 and safety

New Hall is a busy, fast-paced environment, with curriculum lessons taking place Monday to Friday, and there is a busy co-curricular and social programme of activities at the weekend. There are long School holidays and generous remuneration and benefits.

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.

Person Specification

In addition to the below, all candidates should have a clear understanding of, and a commitment to, the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
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 be educated to A Level (or equivalent qualification) to have a high level of literacy and accuracy with written communication. to hold a TEFL qualification, e.g. Cambridge CELTA, Trinity CertTESOL (or similar) to have experience of working as part of a team. to have excellent communication and organisational skills 	<ul style="list-style-type: none"> to have experience of working with/supporting young people to have experience of planning or delivering small group or 1:1 language support sessions to be multilingual or have fluency in a second language. to be familiar with Cambridge English language qualifications (e.g. B1 Preliminary for schools) to be familiar with a boarding school environment to have an awareness of the cultural and social challenges faced by students with English as an additional language. to be willing to undertake training, e.g. First Aid, Fire Safety
Personal Attributes	<ul style="list-style-type: none"> to be able to adapt and work flexibly with students from all divisions and age ranges. to demonstrate cultural sensitivity, alongside a patient, nurturing, and empathetic approach to supporting young people. to set high expectations for student progress and conduct, with a belief in every child's ability to succeed 	

	<ul style="list-style-type: none"> • to have an understanding of the importance of promoting and safeguarding the welfare of children • to have the ability to build positive and professional relationships with students • to have an enthusiastic and energetic approach to co-curricular provision 	
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Boarding at New Hall

Please visit <https://www.newhallschool.co.uk/boarding/> for further information and videos about our Boarding Houses.



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 65-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 35 minutes by train to London Liverpool Street – with Beaulieu Park Station, home of New Hall School, due to open at New Hall's front gate in October 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, and is a home-from-home for 465 boarders. 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 & Outdoor Centre for Natural Sciences, 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 30 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	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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