

Founded 1642



# New Hall School

The Best Start in Life



Appointment of  
**Early Years Practitioner**  
(all-year round and term time only)

Early applications advised

Start date: July 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 22 years ago and, now that I am the longest serving Head of a school in HMC, 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 30 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 Heilig Graf Secundair, Turnhout, Belgium, which share our Augustinian ethos. New Hall also works closely with the other Catholic independent schools in Brentwood Diocese:

- The Ursuline Preparatory School Ilford (a New Hall Partner School)
- Loyola Preparatory School, Buckhurst Hill
- St Mary's Hare Park Primary School and Nursery, Gidea Park
- Ursuline Preparatory School, Warley
- St Philomena's Preparatory School, Frinton

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.

## Salary & Benefits

### Salary

New Hall has its own salary scale. The full-time equivalent salary range for this role is £26,208pa-£28,420pa (S1-S4) for all-year round positions. The salary range is between £19,858pa - £21,534pa for term time only working. Both all-year round and term time only roles are required.

### Hours

The Early Years Practitioner works 40 hours per week on a rotational shift basis to cover the opening hours of the Nursery (8am-6pm). A 30-minute unpaid break is permitted each day. All staff are required to attend INSET (staff training) days; payment is included in the salary.

In addition, Early Years Practitioners are also required to attend Parents' Evenings, Parents' Drinks Receptions, Open Days and other events for the Nursery as part of their role.

### Holidays

Early Years Practitioners are entitled to 35 days' holiday per annum, including bank holidays. The Nursery Division closes for three days between Christmas and New Year (Staff must set aside annual holiday entitlement to allow for these closures), and close for bank holidays.

### 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%.

### 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.

### Lunch in Term Time

Currently, all staff may have lunch without charge in term time. Staff having School meals should assist with supervision and take an interest in getting to know students. This benefit is subject to 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 – Early Years Practitioner

The Early Years Practitioner reports to the Nursery Manager. The Early Years Practitioner supports learning in line with the School's Mission & Ethos Statement, the EYFS Curriculum, Code of Practice and the School's policies and procedures, to ensure that children make progress.

### **Key responsibilities include:**

1. to be a Key Person responsible for a group of children
2. to take responsibility, where appropriate, for leading planned activities with groups of children under the direction of the Nursery Manager
3. to contribute to the assessment of each child's progress through observation and other forms of evidence and maintaining individual records
4. to ensure that the Learning Journey and online assessment for each child in your Key Group reflect progress and demonstrate on-going formative assessment
5. to contribute to formal communication with parents through written reports and Parents' Evenings
6. to attend staff meetings and School functions, including events and activities that may run during the evening or at the weekend
7. to support the Nursery Manager in behaviour management
8. to share in the responsibility for the welfare and health & safety of all children in accordance with the School's Health & Safety Policy
9. to participate in the day-to-day care and maintenance of Nursery equipment, including ordering new and replacement stock
10. to help promote good home/School links and to foster greater understanding of good Early Years' practice
11. to take part in the daily planning and preparation of resources
12. to share in the task of keeping the Nursery classroom, toilet and kitchen areas tidy and clean
13. to accompany and assist with supervision on outings
14. to take part in staff development, INSET and training programmes on a regular basis to further professional development
15. to ensure children's sleep and care routines are maintained effectively
16. to administer first aid according to level of qualification
17. to attend collective worship

All staff are responsible for promoting and safeguarding the welfare of children and students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of children and 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

	Essential	Desirable
<b>Education, Training, Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Educated to GSCE Level</li> <li>• NNEB/ NVQ Level 2 qualification in Childcare (or equivalent qualification)</li> <li>• Experience of working in an Early Years setting</li> <li>• A sound understanding of the Early Years Foundation Stage</li> <li>• Excellent communication and organisational skills</li> <li>• Strong IT proficiency and experience of online assessment tool, e.g. Tapestry</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric First Aid Certificate</li> <li>• NVQ Level 3 qualification in Childcare (or equivalent qualification)</li> <li>• Formal training regarding the care of babies</li> <li>• Experience of working with children under the age of 2</li> <li>• Experience of independent preparatory education</li> <li>• SEND experience</li> <li>• Previous experience providing 1:1 support</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Common sense and initiative</li> <li>• Ability to relate effectively to Nursery aged children</li> <li>• Understanding of the importance of promoting and safeguarding the welfare of children</li> <li>• Clear and balanced views regarding pastoral care and discipline</li> <li>• Understanding of child development and the ability to recognise and respond to individual needs</li> <li>• Ability to motivate others and work as part of a team</li> <li>• Flexibility to adjust to change and development</li> </ul>	

The Equal Opportunities Policy can be found on the School's website.

## 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 – results pending
2024	Independent Schools of the Year Awards	International student experience	Finalist – results pending
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	<b>Ofsted</b>	<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
<b>2016</b>	<b>Independent Schools Inspectorate (ISI)</b>	<b>Educational Quality Inspection</b>	<b>Excellent (highest category)</b>
<b>2016</b>	<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
<b>2014</b>	<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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