



# IPSWICH HIGH SCHOOL

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## HEAD OF PREP SCHOOL RECRUITMENT PACK



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# Welcome

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Thank you for your interest in joining the Senior Leadership Team at Ipswich High School.

This is an incredibly exciting time to be joining the school. We have recently welcomed boys to the Prep School and the Sixth Form and will become coeducational via a Diamond Model approach from next September.

We are looking for an individual who can share our vision and make a real impact on the future direction of the Prep School. The role represents a significant opportunity for you to contribute to our story, and to enhance the educational experience of our pupils.

As Head, I am enormously proud of our talented staff. Every member of our school has access to support and training to help them develop professionally within their role.

We welcome applications from ambitious, motivated and inspirational primary leaders who will relish the opportunity to make an impact. If this is you, I look forward to reading your application.

A handwritten signature in black ink, consisting of a stylized 'O' followed by a long, sweeping horizontal line.

Ms Oona Carlin  
Head



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## The School

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Ipswich High School is a leading independent school in Suffolk, proudly educating hundreds of pupils between the ages of 3 - 18. The school has long enjoyed a high profile across the region, and is much respected for both its academic success year-on-year, and for its superb pastoral care and enrichment activity. With feeder schools spread across East Anglia, the school typically sees its greatest demand for places from the counties of Suffolk, Essex and Norfolk.

Founded in 1878, the school has been at its impressive home in Woolverstone, near Ipswich since 1992. We have an 84 acre campus and make use of our superb natural and inspirational surroundings.

The school is renowned for its academic excellence, including some of the strongest GCSE results in the region, yet remains a uniquely warm and nurturing community underpinned by incredible pastoral care. Teaching staff contribute to our extensive Enrichment Programme, which includes the Duke of Edinburgh scheme and World Challenge.

At this, exciting, transformative stage in the school's history we have begun to admit boys throughout the school via a Diamond Model approach and will soon be opening a boarding house, allowing us to reach a wider market.





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## The Prep School

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The Prep School is a happy and inspiring community educating up to 200 children aged 3-11 years old. The school has an excellent reputation as a nurturing and exciting place of learning, with a deeply entrenched culture of pastoral care as well as an enviable Enrichment Programme.

The Prep School is located within its own premises within the same campus as the Senior School. It has its own exceptional facilities including bespoke playgrounds and outdoor spaces and shares wider school facilities including our 25m competition swimming pool, Design Studio and cookery rooms and a floodlit astro-pitch.

The Prep School offers a bespoke, integrated curriculum with academic rigour but taught in a nurturing environment. As a Diamond Model school, we offer single-sex teaching in core subjects from Year 5 onwards with a tailored approach to our pedagogy. Given our surroundings, outdoor learning is important to us and we offer both Beach School and Forest School initiatives.

As a through school, the Prep School plays a crucial role in our pupil and parent journey, establishing a love of learning which is continued throughout the school.



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## The Role

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The Head of the Prep School is responsible for all matters connected to the management and organisation of the Pre-Prep and Prep School (ages 3-11), and for the recruitment of staff and pupils. He or she reports to Head of the School and is accountable to the Board of Governors for providing a clear vision, strong leadership and decisive direction. The role involves line-managing key staff throughout the Prep School including those in the Pre-Prep.

The Head of the Prep School is a member of the school's Senior Leadership Team and is expected to support whole school activities and initiatives and is crucially involved with decision making and strategy.

The Head is expected to work closely with the Director of Marketing and Communications on all matters concerning pupil recruitment and retention throughout the Prep School and into the Senior School.

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## The Candidate

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The school is looking for a visionary leader who can inspire staff and pupils alike.

The successful candidate will be hard-working with excellent interpersonal skills and experience of developing successful and innovative teaching and learning strategies.

We are looking to appoint a candidate with significant experience of middle leadership in a Prep/Primary environment and someone who can understand, develop and communicate the character and ethos of the school and represent us in the wider community.

The Head of the Prep School is a vitally important member of the school community and the successful candidate needs to be prepared to get fully involved in school life.

They will play an important role in recruiting pupils to the school and should be charismatic and engaging with a belief in the strength of the school's offer.

Experience of working in prep/primary settings, along with knowledge and understanding of best practice in safeguarding are essential requirements. The candidate should have a strong understanding of budgeting in schools and must be a strategic thinker who sets out clear plans for the future.

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## Remuneration

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The salary will be commensurate with the importance of the post and with the experience and qualities of the successful candidate.

If applicable, the Head of Prep School's children may be educated at the School at preferential rates. See below.

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## Staff Benefits

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### School Fees

- A 50% reduction in school fees from Reception class onwards is available to staff

### Development, Health, Pensions & Union

- The school is committed to staff development with an annual appraisal scheme and regular opportunities for professional development
- Teaching staff are provided with a school laptop/iPad
- All teachers are eligible to belong to the Teachers' Pension Scheme
- All staff able to join NEU union membership with free on site advice available from the NEU representative
- Corporate Membership of Ipswich Sports Club, at 30% off advertised Membership Subscription Fees

### Free Provision & Discounted Services

- Mid-morning refreshments and a midday meal during term time
- There is free onsite parking
- All staff can swim free of charge on two evenings per week and, at specified times, have free use of the Fitness Suite
- Staff undertaking a free eye test will be offered £40 towards the cost of new reading glasses
- Offer of free Microsoft Office software on devices at home while employed at the School

### Wellbeing

- Half price flu vaccination
- Cooked lunch each day (term-time) and sandwiches/fruit during parent evenings
- Free tea and coffee for all staff all day
- Newspapers in staffrooms
- Fruit in staffrooms



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## Key Responsibilities

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- To work closely with the Head and Senior Leadership Team to formulate strategic plans for the Prep School and prepare policies for the implementation of objectives
- To attend meetings of the local Board of Governors and to provide reports both orally and in writing in connection with the Head's responsibilities
- To work closely with the school's financial team to ensure delivery of the agreed budget
- To ensure a high standard of education in the Prep School
- To work effectively with the Director of Marketing and Communications and team in order to market the school effectively, to enhance its reputation, and to ensure high levels of pupil recruitment
- To ensure effective communication with prospective and current parents, feeder school heads and the local community and other stakeholders
- To be responsible for retention throughout the Prep School and into the Senior School
- To deal with any complaints in a timely manner in accordance with school policy
- To represent the Prep School and be its public face in the local community and further afield.
- To appoint, motivate and organise staff effectively with an appreciation of the need for continuing personal and school development
- To ensure that the Prep School is well-prepared for ISI inspections
- To manage staff effectively, ensuring that the Prep School has an effective and happy working atmosphere with appropriate structures and staffing levels
- To ensure that children are well-behaved and respectful in accordance with the school's behaviour policy



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# Person Specification

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## Essential criteria

- Recent experience working as a middle leader in a similar environment
- Knowledge and understanding of all current regulatory and educational policies including a knowledge of the Independent Schools Inspectorate Regulatory Requirements (Sept 2018)
- The ability to understand and empathise with Prep School age children
- The ability to deliver change effectively
- The ability to lead and inspire teachers to deliver the highest quality lessons that challenge and enthuse young minds
- Experience of information technology in educational applications
- An awareness of new technology and teaching strategies to use this in the enhancing academic performance and classroom delivery
- Outstanding interpersonal skills
- An interest in the Diamond Model approach with an understanding of its educational advantages





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# Appointment Process

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Please complete an application form and return to our HR Officer, enclosing a cover letter supporting your application.

For further information, please contact the HR Officer at [recruitment@ipswichhighschool.co.uk](mailto:recruitment@ipswichhighschool.co.uk)

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Woolverstone  
Ipswich  
IP9 1AZ

Tel: +44 (0) 01473 780201

Web: [ipswichhighschool.co.uk](http://ipswichhighschool.co.uk)

Closing date for applications: Wednesday 21st November, 12 noon

Interview date: Week commencing 26<sup>th</sup> November

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## Safeguarding Checks

All appointments in will be subject to two satisfactory references, Disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

We are committed to the safeguarding of children and child protection screening will apply to this post.



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Head Ms Oona Carlin

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