

IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Housemistress/Housemaster

RECRUITMENT PACK





Dear Sir/Madam,

I would like to start by thanking you for your interest in working at Ipswich High School. In addition to the information provided with this advertisement, I wanted to take this opportunity to introduce our school to help further inform your application.

This is an incredibly exciting time to be joining the school. In recent years, the school has transitioned from a girls' school to coeducational and in September 2019 opened its first boarding house, which has gone on to win a national award for the exceptional quality of the facilities.

I joined the school in January 2023 as Head and have ambitious aims to continue to develop the incredible warm, welcoming, and purposeful atmosphere created by the pupils and staff. The school has a tremendously broad curriculum, and this is further supported by an outstanding co-curricular offering, providing every pupil with over 80 different clubs and activities to fill their nine weekly enrichment sessions. Our on-site facilities include a theatre, indoor 25 metre swimming pool, dance studio, dedicated food and design technology area, multiple outdoor sports facilities, fitness suite and a Sixth Form suite based in Woolverstone Hall.

We are an incredibly supportive community and each individual member of staff at the school contributes to our story and plays a crucial role in ensuring the continued quality of education and experience for our pupils and parents. I am enormously proud of our talented teachers and support staff. Every member of our school has access to support and training to help them develop professionally within their role.

We are now looking for a Housemistress/Housemaster. The role represents a significant opportunity for the right individual, or couple, to work within an award-winning Boarding House.

I hope that on reading about this position, you will decide to apply. I am sure you will find a truly rewarding and enjoyable journey ahead of you, it is a vital role at a time of exciting developments within the school.



Mr Dan Browning
Head

The School

Introduction

Ipswich High School is a prominent day and boarding school, for boys and girls from Nursery through to Sixth Form, situated in an idyllic 87-acre campus on the banks of the River Orwell.

Founded in 1878, the school has been at its impressive home near Ipswich since 1992. The school has long enjoyed a high profile across the region and is respected for both its academic success year-on-year, and for its superb pastoral care and unrivalled 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.

Our Location and Campus

We boast a beautiful 87-acre campus at the Grade I listed Woolverstone Hall. The school's rural setting is just a few miles from the vibrant waterfront town of Ipswich.

Our spacious school campus has superb facilities, including a 350-capacity theatre, ICT suites, a 25m indoor heated swimming pool, Sixth Form suite, six science laboratories, dedicated music rooms and floodlit AstroTurf pitches.

Prep School

Our Prep School is an integral part of our all-through school setting. Alongside our incredible classroom experience we provide specialist teaching from Nursery in French, Spanish, Dance PE, Music etc.

Senior School

We provide an exceptional education and an unrivalled co-curricular programme which gives our pupils wider opportunities, experiences, and skills beyond the curriculum.

Sixth Form

We offer a one-of-a-kind Sixth Form experience, which sets us apart from other Sixth Forms and provides an inspiring learning environment. Our students achieve some of the top A Level results in the region.

Boarding

The Dairy House and The Barns are our two boarding houses. They have been completely renovated and restored to the highest standards and are located on our school campus, a short walk from Woolverstone Hall.

Overview

Ages 3 to 18 years
520 pupils on roll
Co-educational
A day and boarding school

Job Description

This job could be suitable for a couples who both have experience in boarding and schools.

Responsible to: Director of Boarding

Responsible for: Houseparent, Senior House tutor, tutors, graduate assistant(s) & housekeeping team

Key Purpose

- To have full understanding of the implications of the National Minimum Standards (NMS) for Boarding Schools
- To set and ensure the very highest standards of safeguarding, pastoral care and pupil welfare.
- Ensure that boarding staff, parents, guardians, and pupils understand IHS boarding principles and school values on which community life in the boarding house community is based
- Line manage and monitor performance of boarding staff
- To be resident within the House during term time and on return dates for boarders, ensuring pupil welfare and safety in accordance with the school's policies and the NMS
- To always ensure the safety and security of all boarders when they are in the school's charge
- Demonstrate a good understanding of UKVI implications for international pupils
- Ensure the house is ready and presentable for boarders return following school holidays and for regular tours of the school
- To build professional and strong relationships with all boarders in their care
- To lead the pastoral approach for boarding staff by: identifying, planning and actively reviewing the support required for each boarder
- To build and maintain excellent professional relationships with parents, guardians and carers, through consistent communication avenues
- Support and promote IHS as an internationally aware school
- To play an active part in marketing the school through attendance at all relevant marketing events and taking tours for prospective parents
- To support all main school events through attendance and welcoming parents and guests proactively
- To manage the budget delegated to the House effectively
- To facilitate and be part of running a full programme of activities for the pupils in the House
- To teach a reduced timetable.

Main Duties and Responsibilities

- To always ensure the safeguarding, safety and security of all boarders when they are in the school's charge (including weekends, whilst on trips and travelling/staying within the UK)
- To create and sustain a homely environment where the pupils will feel safe and supported, and in which they will flourish individually and collectively to be Inspired, Happy and Successful
- To be aware of, and to respond to, the needs of individual boarders, including those from different cultural backgrounds and to be aware of the changing needs of all boarders as they develop
- Implement pupil voice and feedback avenues to help shape the boarding house, which will also include opportunities for pupil leadership
- To promote and support the school in being internationally aware, ensuring that pupils are able to integrate with confidence
- To liaise with the Houseparent and the School Nurse to ensure that boarders' medical requirements are properly catered for; to ensure that medications are dispensed in line with the medical protocol policies and to administer first aid as required
- To use effective monitoring and reporting systems to maintain accurate boarding pupils' records for welfare, health, achievements, and behaviour; to provide such reports and references as may reasonably be required
- To actively lead a clear pastoral approach that will proactively support pupils and reduce any emotional, academic, social, or behavioural barriers they are having or potentially could experience
- To inform the Designated Safeguarding Lead of any safeguarding concerns; to fulfil the requirements of the school's safeguarding policy including the use of CPOMS
- To establish and maintain healthy routines for each boarder, including those of personal hygiene, sleep and diet
- To address behavioural concerns in line with the school's behaviour policy, considering how it is used consistently within the boarding setting
- To liaise with the estates, cleaning and catering teams to ensure each boarder the provision and comfort you would expect in a family home
- To ensure regular communication with parents, guardians and carers that includes information regarding the welfare and happiness of their children as required, as well as routine contact and updates
- To ensure new staff involved in boarding are thoroughly inducted and have secure knowledge of NMS, safeguarding and all relevant policies and documents
- To hold regular boarding staff meetings at which minutes are taken and circulated to the Head, relevant SLT members, HoY, members of the House Team, and to include Tutors where appropriate
- To be acquainted with the school's Health and Safety policy; to ensure that all Health and Safety guidelines and rules are followed and that the students are also made aware of and comply with them; and to ensure that all boarding house risk assessments are up to date and distributed appropriately
- To carry out any reasonable duties as requested by the Head

Person Specification

Skills Required

Leadership skills: ability to lead and manage a team of staff towards a common vision	Essential
Reflecting skills: ability to monitor and review practice as part of national guidance and the school improvement plan	Essential
Decision making skills: the ability to look at projects and problems holistically and choose appropriate course of action	Essential
Teamwork: ability to work collaboratively with others	Essential
Communication: ability to liaise professionally with a range of stakeholders	Essential
Organisation: ability to be able to plan time effectively and ensure others are aware and well prepared for key deadlines and time frames for core routines and events	Essential

Knowledge Base

Knowledge of NMS and ISI	Essential
Understanding and experience of Keeping Children Safe in Education	Essential
Excellent subject knowledge	Essential

Qualifications/Attainment

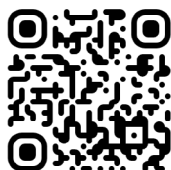
Qualified Teacher Status	Desirable
Good Honours degree	Essential
Boarding qualifications	Desirable
First Aid Trained	Desirable

Experience

Experience in leading and managing a team of staff towards a common vision	Essential
Experience in being part of quality assurance for a boarding environment in relation to National Minimum Standards for Boarding Schools (NMS)	Essential
Experience of pastoral care in a boarding school	Essential

Attitude/approach

Ability to role model and teach our school values	Essential
Ability to maintain a positive outlook towards change and improvement	Essential
Ability to be flexible with time and approach depending on the range of circumstance you can face in a boarding house	Essential
Strive for a restless approach to improvement through research and sharing of good practice	Essential



Watch our Boarding Video

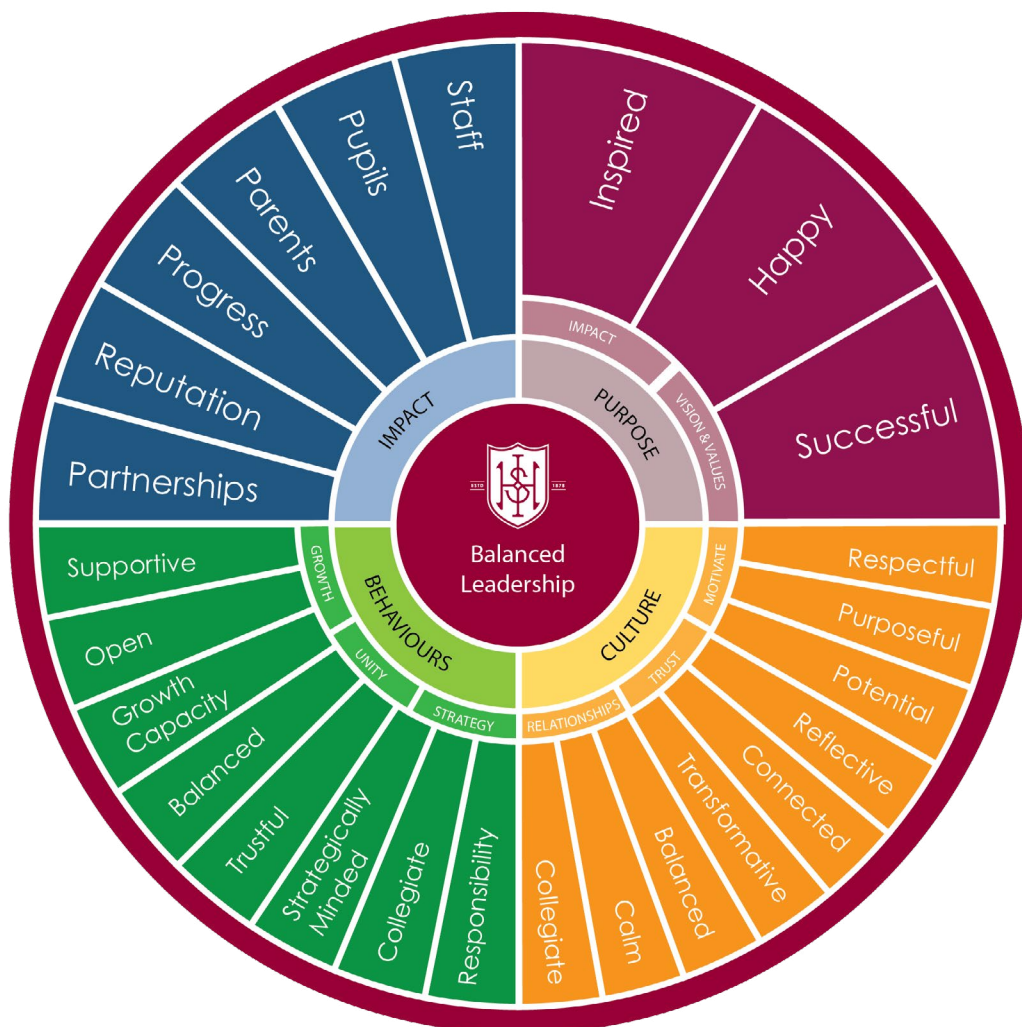
Scan the QR code to watch our Boutique Boarding video.



Boutique Boarding

Scan the QR code to learn about our Boutique Boarding experience.





Our Teaching Ethos

We are renowned for ensuring our pupils are equipped to be so much more than highly skilled at passing exams through our IHS Way. We believe great results are a by-product of an outstanding education, not its sole focus. We do this by providing them with the widest possible range of experiences, both in and outside of the classroom, to broaden their minds and create new opportunities for every pupil to thrive.



Outstanding GCSE and A Level Results

The school achieved fantastic GCSE and A Level results.

Across the cohort, the number of GCSE pupils gaining top grades has risen with one in five grades a 9 or 8 and one in three grades a 9-7.

Our A Level results are equally as great. Over 40% of all grades achieved were A*-A with 1 in 5 grades being A* grades, while 87% achieved A*-C.

Broaden Their Minds

We offer a wide range of 16 GCSE and 22 A Level subjects, as well as the Higher Project Qualification (HPQ) and Extended Project Qualification (EPQ).

Our Enrichment Programme is a fundamental part of school life at Ipswich High School. All our enrichments are designed to widen pupil's experiences, develop their leadership skills, and inspire new passions. The enrichment activities also provide transferable academic, practical and social skills such as leadership, life skills, communication and teamwork experience.

University Progression

Our pupils continue on to great things once they complete their education at Ipswich High School.

Our pupils gained entry to their first or second choice universities, with two heading off to Cambridge University to read Classics and Archaeology. Past pupils have gone on to study at Oxford and Cambridge Universities, Imperial College London, UCL, Bristol, Durham, Manchester, Sheffield, and Warwick universities, to name but a few.



Pastoral Care

We are deeply proud of our incredibly supportive, welcoming, and positive atmosphere created by the pupils and staff at Ipswich High School. Our 'small school' feel ensures that every pupil is known and valued as an individual.

We promote an embedded pastoral ethos across the school campus. A school nurse is present during school hours to assist in the medical rooms and enhance the pastoral care of students.

There is a strong pastoral team who work closely with parents to ensure all pupils are fully supported. This is an important aspect of school life and involves the Heads of Year, Deputy of Sixth Form, the tutors and the school nurse. We also have a professional counsellor to meet with pupils individually and offer youth work sessions.





Co-Curricular Programme

In the Senior School, every pupil has 9 clubs per week built into their timetables and this term alone there are over 110 clubs running for those in Years 7-13. This serves as a wonderful opportunity for our pupils to further extend and broaden their talents, skills and knowledge.





Boarding

Our Boarding facilities includes the Grade II listed Dairy House, built in 1870 and The Barns. Both Boarding Houses have been completely renovated and restored to the highest standards and offered accommodation for 55 pupils.

Construction on the site was completed at Easter 2021 and it has already won a national BSA Award. We are still actively recruiting to develop a diverse boarding community of both international and domestic boarders from Years 7 to 13, however, we are operating approximately 80% capacity.

Located in a privileged position on the school campus, we provide a home away from home experience with full-time dedicated boarding staff.



Benefits of Employment

Remuneration

Competitive Package.

School Fees

A maximum 50% reduction in school fees (pro rata for part time staff) from Reception class onwards is available to staff.

Development, Health, Pensions & Union

- The school is committed to staff development with an annual review 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 are 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

- Sodexo employee benefits platform including GP access 24/7
- Mid-morning refreshments and a midday meal during term time
- Free on-site parking
- All staff can swim free of charge on two evenings per week and, at specified times and 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

- Sodexo Employee Assistance (online and telephone support)
- 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 staffroom

Safeguarding

All appointments 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.



Appointment Process

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

Preliminary interviews will be conducted online, followed by a final stage in school, which will include an interview, a chance to meet staff, and a guided tour of the school.

For further information, please contact the HR Officer at:

recruitment@ipswichhighschool.co.uk

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