



IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Member of the Proprietorial Board

RECRUITMENT PACK





Mr Jamie Smith
Chair, Board of Governors



Mr Dan Browning
Head

Dear Sir/Madam,

We 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, we 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.

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. We are 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 Member of the Proprietal Board.

We hope that on reading about this position, you will decide to apply. We are 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.

A handwritten signature in black ink, appearing to read 'Jamie Smith', written in a cursive style.

Mr Jamie Smith
Chair, Board of Governors

A handwritten signature in black ink, appearing to read 'Dan Browning', written in a cursive style.

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 Reception in French, Spanish, Dance and Music.

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
540 pupils on roll
Co-educational
A day and boarding school

Personal Profile

Personal Profile for Members of Proprietary Board

All Governors are expected to possess the following general aptitudes and qualities:

- A deep commitment to and interest in the School and its aspirations
- An understanding of, and strong commitment to, the values and activities of the School including:
 - Pupils' education and development
 - The independent education sector
 - High achievement
- An understanding and acceptance of the responsibilities and accountabilities as set out in the PGB Regulations and the "Roles and Responsibilities of Local Governing Boards", including making individual contributions to debates and taking joint responsibility for all decisions.
- A strong commitment to Nolan's seven principles of public life, recommended by the National Council for Voluntary Organisations (NCVO): 'selflessness, integrity, objectivity, accountability, openness, honesty and leadership'.
- Breadth of experience gained in other organisations in the private, public or voluntary sectors.
- The ability to problem-solve and look for innovative new ways of working that will achieve improvements in School performance.
- An ability to work as part of a team, listening to colleagues' views, adapting opinions and supporting agreed decisions.
- The ability to deal with issues of a sensitive nature in a diplomatic manner, including risk mitigation.
- A willingness to commit sufficient time to undertake the role effectively including:
 - Preparation and attendance at Governors' meetings
 - Contact with the Proprietary Board Chair
 - Training and governance events
 - Attendance at School events
- You will likely be an ex/Head Teacher or similar with skills in the Education Sector.

The Role of Member of Ipswich High School Proprietary Governing Board

The role of a Proprietary Board Governor is described in detail in the documents Roles and Responsibilities of Members of the Proprietary Governing Boards and Ipswich High School Proprietary Governing Board: At a Glance Guide but essentially involves making a contribution to the following key functions for the PGB:

- To provide constructive input into the strategic development of the School
- To review the performance of the School with the Head and the School Leadership team, ensuring the long term success of the School
- To act as an Ambassador for the School, within the local community
- To support the School by providing advice and ideas to the Head and by taking an active interest in the life of the School including supporting the delivery of its Public Benefit obligations

Roles and Responsibilities of members of Proprietorial Governing Board (PGB)

Under our governance arrangements the PGB is established to discharge the following key functions:

- To provide constructive input into the strategic development of the School
- To review the performance of the School with the Head and the School Leadership team, ensuring the long term success of the School
- To act as an Ambassador for the School, and for Ipswich Education Ltd, within the local community
- To support the School by providing advice and ideas to the Head and by taking an active interest in the life of the school including supporting the delivery of its Public Benefit obligations

Some of the areas in which the PGB is likely to be involved are outlined below. This list is not exhaustive.

1. Supporting the Head

The relationship between the Head, the PGB Chair and the Governors is critical to the successful working of the PGB. A principal role of the PGB is to provide support to the Head in her/his role as both leader of the school executive team and in her/his role as ambassador for the School within the local community. The PGB supports and complements the Head in the delivery of these key functions, and is prepared to offer constructive advice to assist the Head with these. Implicit in this working relationship is the need for trust and honesty between all parties, and a respect for confidentiality regarding school business. The PGB Chair needs to work in a close but focussed manner with the Head, to ensure that the distinct roles of governance and executive responsibilities are respected to support the effective running of the school.

2. Strategy and business planning

• Involvement in the School Strategic Plan

Governors are involved in the development of the School Strategic Plan. The PGB Chair signs off the School Strategic Plan, together with the Head, before it is submitted to Ipswich Education Ltd. (I.E.), and performs this task with the support of all the Governors. Governors are responsible for monitoring the implementation of the activities outlined in the School Strategic Plan, alongside I.E.

• Involvement in School Business Case Development

A Business Case will need to be put forward to I.E. to implement certain key developments identified within the School Strategic Plan, such as capital investment for the renewal of school facilities/ new buildings, or areas of curriculum change requiring significant investment. Governors are involved in the discussions for these Business Cases and the PGB Chair is responsible, alongside the Head, for signing off the Business Case prior to its submission to I.E. Governors then work with the Head to monitor the implementation of the agreed business case. Responsibility for all procurement and commissioning of agreed building works remains with I.E.

3. Promoting the school

- **Promoting the School in the local community**

Governors have an important role to play as ambassadors for the school within the local community for their school. This ambassadorial role is an integral part of the School's Marketing Plan and complements the more formal activities contained within this Marketing Plan.

- **Involvement in School Activities**

Governors are a key public face of I.E. at school events and it is important for Governors to be seen by parents and pupils as being actively involved in the life of the School.

- **Involvement in the School Marketing Plan**

Governors' local knowledge of the School catchment area is utilised to assist in both the development and delivery of the School Marketing Plan, for which the Head is responsible.

4. Review and monitoring

- **Reviewing School Performance**

Governors should ensure that the school's offer provides enables I.E. to provide educational excellence and promote innovation in a dynamic setting – and for the school to maintain its leadership in the education of young people. Governors work with the Head in monitoring key performance indicators (KPIs) in the following performance areas: pupil numbers; academic performance; financial performance.

- **Reviewing the School's Financials**

Governors have an overview of the financial situation of the school – typically supported by reviewing the School's management accounts on a termly basis with the Head, both to ensure that resource deployment effectively supports delivery of the School Strategic Plan, and that the School is on target to achieve the financial KPIs.

- **Involvement in Risk Mitigation**

A key role for Governors is to understand at a strategic level risks to the School, and mitigating strategies for these risks, including operational, financial and reputational risks; recognising that the Head has executive responsibility for mitigating these risks.

5. Appointments

- **Involvement in the Appointment of the School Head**

The PGB Chair has a vital role to play, in conjunction with I.E, in the appointment of the Head of the School. The PGB Chair chairs the selection panel at the first stage of the selection process which also includes one other member of the governing body (along with the Education and Directors from I.E.). The PGB Chair is then an ex-officio member of the second stage selection panel which is chaired by the CEO of I.E.

- **Supporting the Head in the Appointment of other School Staff**

Governors may be involved, with the Head and I.E. staff, in the appointment of key members of the School Leadership team. Critical roles for such involvement include the appointment of the Deputy Head(s) and the Head of Juniors. The Head may invite Governors to participate in other staff appointments if she/he deems appropriate.

6. Other

- **Dealing with Complaints and Exclusions**

Ipswich High School has robust policies in place for dealing with complaints and pupil exclusions. These policies provide for differing, as appropriate, levels of involvement of the PGB Chair in these processes (the details of which are in each of the separate Complaints and Exclusions policy).

Our Teaching Ethos

We are renowned for ensuring our pupils are equipped to be so much more than highly skilled at passing exams. 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

In 2023 the school achieved fantastic GCSE and A Level results.

Across the cohort, 10% more pupils achieved a 9-8 grade than 2022. 54% of GCSE grades awarded were Levels 9-7, with nearly 50% of students achieving at least one Level 9 or Level 8 grade.

Our A Level results are equally as great. 48.6% of our students gained A*-A, over 72% achieved A* - B 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.

In 2022, all 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. We have a school nurse in attendance during school hours to provide support in the medical rooms and contributes to 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.





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.



Located in a privileged position on the school campus, we provide a home away from home experience with full-time Houseparents and a Matron.





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.



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. Alternatively, contact Ms Francesca Carter, the Head's PA, via email at francesca.carter@ipswichhighschool.co.uk to arrange an informal discussion with the Chair of the Board, Mr Jamie Smith.

For further information, please contact the HR Officer at:

recruitment@ipswichhighschool.co.uk

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A day in photographs





IPSWICH HIGH SCHOOL

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Find out more

Please visit our website, like us on Facebook or follow us on Twitter or Instagram for more information about the school.

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