The role

To enrich the learning experience for pupils and to help with the day-to-day running of Sport in the School. You will also play a key role in our boarding house during term time, helping to supervise pupils in the evenings and at weekends. You will also assist the Head of Boarding with the delivery and supervision of boarders’ activities outside of school hours.

You will be employed on a fixed term contract of employment, for the academic year 2020-21. You will be paid an annual salary, and you will reside on the school site during Ipswich School term time (on a service occupancy basis, so no rent is payable), and all meals (breakfast, dinner and lunch) will be provided by the School.

Boarding at Ipswich School

A majority of our full boarders are from overseas, in particular from Hong Kong and China. The quality of our boarding education was rated as excellent in our 2014 Inspection, with the Inspectors commenting that boarders were “self-assured, courteous and respectful of one another. They develop warm and supportive relationships with one another and the boarding staff.”

Our main boarding community is based at Westwood House, a short walk from the Senior School site. The number of pupils in the Boarding House varies from year to year, but has recently been at capacity or very near capacity (50 students in Years 9-13). A small number of boarding pupils go home at the weekend (weekly boarders) whilst a majority are full time boarders.

Due to growing demand for boarding places from overseas, and from UK families interested in flexible boarding options, we are currently looking to expand our boarding provision by providing new accommodation for some Sixth Form boarders on our new Anglesea Heights site. The accommodation will be suited to older students, and will provide a useful transition to university life. This is an exciting expansion for the School, making use of a recently acquired site adjacent to the main school. We anticipate that around 20-25 boarding pupils will reside on the Anglesea Heights site each year. This is also likely to be where you will be accommodated during term time, in a separate facility, although your boarding duties may also involve duties based at Westwood House.

Responsible to

You will be responsible to the Director of Sport during school hours and you will work closely with pupils, Heads of Sport (Rugby, Hockey, Netball and Cricket), teaching and support staff. You will be responsible to the Head of Boarding in relation to activities at the boarding houses and supervision of boarding pupils.
PRINCIPAL RESPONSIBILITIES

Sport:
- To assist in the coaching of Sport in both the Senior and Prep Schools
- To assist lead coaches in providing a safe and constructive Sports coaching environment
- To be available to coach/referee during games afternoons, after school clubs and weekend fixtures
- To contribute to the school Athletic Development Programme
- To be a monitor during changing times on games afternoons
- To administrate and organise school teams
- To contribute to the administration of fitness data, video analysis and the population of the drill database
- To organise pre-game kit and equipment and post-game laundering of team kits.

Boarding Duties:
You will reside in a residential unit located next to our Boarding House (this is likely to be our new boarding provision on the Anglesea Heights site), in shared accommodation with other graduate assistants, under a service occupancy agreement (details to be provided separately). No rent will be payable, all meals during term time will be provided by the School.

Your boarding duties are likely to include:
- Locking up and alarm setting duties on five evenings per week (09:30pm – 11:00pm)
- One weekend duty per half-term (timings to be confirmed.)
- Assisting with the Sunday afternoon activity each week (e.g. basketball/table-tennis in the sports hall).

We will arrange for you to attend a one day BSA (Boarding Schools’ Association) course in London during your time with us.

You must follow Ipswich School policies and procedures at all times.

Your boarding duties will be explained in detail by the Head of Boarding and you will complete a boarding induction before the start of the Michaelmas term.

You may be asked to carry out any other reasonable duties (not listed above) as requested by your Line Managers. This list is not exhaustive and duties may be changed or added to as determined from time to time.

Please note that in the interests of safeguarding and welfare, you will not normally be expected/authorised to lead groups on your own without the presence of a full time member of staff of Ipswich School. An individually managed and scaffolded approach to supporting you and your own development within the role will be put in place.

PERSON SPECIFICATION

You must hold, or if graduating this summer, be predicted to hold, a relevant degree at 2:1 level or above.

You should also demonstrate the following:
- Good team working and communication skills
- An interest in working with young people
- The ability to respect confidentiality and understand the importance of protecting data
- Be resourceful and self-directed
- Be flexible in approach and willing to take on other duties as required
- Be able to prioritise your own workload and to differentiate between tasks that are important and those that are urgent
- Be forward thinking and pro-active.
HOURS OF WORK, PAY AND BENEFITS

- This is a fixed term post for one academic year 2020-21, subject to satisfactory completion of a probationary period lasting 3 months.
- It is anticipated that your working hours will total 40 hours each week during term time. This includes Mondays - Fridays in the Sports Department, fixtures on Saturdays each week, and evening and weekend work in relation to your boarding duties (as set out above).
- **Important note:** due to the unique nature of this role in the School, there is a need for flexibility with working hours to ensure the needs of the School and Boarding House are met, and that you have sufficient opportunity to take breaks to achieve a satisfactory work/life balance. It is anticipated that more hours may be worked in some weeks than others, and this will be dependent on the School’s sporting curriculum and the seasonal sports timetable. Your work will be overseen and managed carefully by your Line Managers.
- Your salary will be £12,866 for the year and will be paid over 12 months (September 2020 – August 2021) at the rate of £1,072.17 per month.
- You will be classified as a support member of staff.
- You will reside on the school site under a service occupancy agreement (separate information to be provided).
- You will be asked to assist with pre-season Sports training as required prior to the start of the Michaelmas term (from 16 August 2020). The Director of Sport will liaise with you regarding this.
- Ipswich School term time includes one INSET day, currently in February each year, and two INSET days immediately prior to the start of the Michaelmas term each year (a total of 35 weeks per annum). Staff are expected to work their normal hours on INSET days to attend staff training and professional development activities.
- You will also be required to be in occupancy on the day before boarding pupils return to the boarding house following a school holiday period to assist in welcoming pupils and pupil supervision (this will often be a Saturday or Sunday).
- Salaries are paid monthly in arrears by BACS on the last working day of each month and are reviewed annually, usually in April (if linked with the National Living Wage review) or in September.
- Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation.
- Breakfast and dinner will be provided at the Boarding House/School during term time.
- Staff are able to use the School’s swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).
- After 3 months’ service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme.

Ipswich School term dates (for day pupils) in 2020/21 are set out below (please liaise with the Head of Boarding regarding boarders’ return dates following holiday periods):

**Michaelmas term**
16 August (pre season starts) – 16 December 2020

**Lent term**
5 January – 26 March 2021

**Summer term**
19 April – 2 July 2021

**Important note:** Holiday may only be taken during Ipswich School holiday periods.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned by **noon on Wednesday 18 March 2020** to: **Alison Knights, Human Resources Manager, Ipswich School, 25 Henley Road, Ipswich, Suffolk IP1 3SG, hr@ipswich.school.**
Candidates shortlisted for interview will be advised as soon as possible after the closing date and interviews are likely to be held in the week commencing 23 March 2020.

If we have not been in touch with you by 30 April then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.

- Ipswich School’s employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School’s Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School’s Designated Safeguarding Lead (the Senior Deputy Head Pastoral for Senior School pupils, the Prep Head for Prep pupils).

- Ipswich School’s employees are expected to attend training in safeguarding children as directed.

- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

February 2020