



# IPSWICH SCHOOL

GRADUATE SPORTS ASSISTANTS

SPECIALISTS IN HOCKEY REQUIRED

For the academic year 15 August 2026 – 15 July 2027

## THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. We are regularly ranked as Suffolk's top independent school (*The Sunday Times Parent Power*).

We were established prior to 1399, although we moved to our present site in 1852. We have over 1,000 pupils aged between 5 and 19 years and we are fully co-educational.

The School operates a 5-day week, with representative sports played during the week and on Saturdays.

At Ipswich School our key aim is to encourage pupils to realise and fulfil their potential. By treating them as individuals, providing the best possible pastoral care, and kindling a real interest in their studies, we hope that they will enjoy their education and achieve the best possible results.

## SPORT AT IPSWICH SCHOOL

For the past 2 years, Ipswich School has been ranked in the top 20 schools for sport in the UK by School Sport Magazine. Particular highlights include:

- **Cricket:** current Girls National U18 runners up T20 and semi-finalists in the Hundred.
- **Rugby:** ranked 4th in the UK in 2025-26 season
- **Hockey:** Tier 1 for both Girls and Boys, 2025 U19 Girls ISHC National Champions.
- **Netball:** U19 regional finals 2025 and 2026.

As you can see, this is an incredibly exciting time to join Ipswich School Sport.

How have we done it?

- Well-resourced, high-level coaching, including Sports Graduates
- Full use of S&C programmes, physio and analysis software (Hudl, Spiideo, Catapult)
- A challenging fixture list

Whilst a focus for 2026-27 will remain on elite sports, we are also keen to embrace Sport For All.

Our facilities are outstanding and include a hockey, netball and tennis centre at Rushmere, 4 Astro turf pitches, extensive playing fields for rugby, cricket and athletics at Notcutts, and our 1st XI Cricket Square at main school, which has hosted first class games and is home to two annual Suffolk 1st team fixtures. We also have two sports halls, one on site and one at Rushmere, two indoor cricket lanes, an indoor swimming pool and a new strength and conditioning suite with the latest software. Visit our website to find out more:

<https://www.ipswich.school/sport>

## **THE ROLE**

Our Sports Graduates play an important role - they enrich the learning experience for pupils and help with the day-to-day running of Sport in the School. They also play a key role in our boarding houses, helping to supervise pupils in the evenings and at weekends, and generally assisting the Head of Boarding with the delivery and supervision of boarders' activities outside of school hours. It is possible that the position might extend into a second year, by mutual consent.

## **BOARDING AT IPSWICH SCHOOL**

The quality of our boarding education was rated as *Excellent* in our ISI 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."*

The number of pupils boarding varies from year to year, but in recent years we have had around 90 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. A majority of our boarders are from overseas, in particular from Hong Kong and China.

Our boarding houses are located on two different sites; we have a Girls' house and Sixth Form house at Anglesea Heights and a Boys' House at Westwood. Both houses are within a short walking distance of the School.

Visit our website to find out more: <https://www.ipswich.school/boarding/>.

## **RESPONSIBLE TO**

You will be responsible to the Director of Sport during school hours and you will work closely with pupils, our Heads of Sport and teaching and support staff. You will be responsible to the Head of Boarding (and/or the Resident Houseparent at Anglesea Heights) 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 assist with morning PE lessons for Years 7 - 9
- To contribute to the School's Athletic Development Programme
- To administer and organise school sports 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 staff residential unit under a service occupancy agreement (details to be provided separately and discussed at interview).

You will carry out the roles and responsibilities of a boarding duty staff member as outlined in the boarding staff handbook and your duties will include:

- One or two evening duties per week (usually from 6.00 pm – 10.30 pm); and
- Two weekend duties per half term (usually approx. 15 hours in total, split into 2/3 separate shifts); and
- One duty of sport or fitness supervision (90 minutes) once every half term on a Sunday, with Occasional help with Sunday visits.

We will arrange for you to attend a one-day BSA (Boarding Schools' Association) course 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.

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

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.

## **PERSON SPECIFICATION**

You must hold, or if graduating this summer, be predicted to hold, a relevant degree at 2:2 level or above. The expectation is that you will have studied for a sports-related degree but we will consider applications from those with a degree in a non-sport discipline, provided that you can show that you have competed in one of our focus sports at a high level, such as university First Team, or have a suitable sports qualification.

You should also demonstrate the following:

- Good team working and communication skills
- An interest in working with young people, and the ability to support the School's safeguarding policies and procedures
- 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, 2026-27, 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, 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 Houses 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, the seasonal sports timetable and boarding requirements. Your work will be overseen and managed carefully by your Line Managers.

- Your salary will be £19,941.74 for the year.
- You will reside on the school site (on a service occupancy basis, so no rent is payable), and all meals (breakfast, dinner and lunch) will be provided by the School on Mondays to Fridays during term time. Meals will also be provided at weekends during term time to tie in with any scheduled boarding duties (please note: meals will not be provided at times when you are not scheduled to be on weekend boarding duty or when the school is not in session).
- You will be classified as a support member of staff.
- You will be asked to assist with pre-season Sports training as required and you may also be asked to assist with trips, tours and camps that may take place during Ipswich School holiday periods. 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 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 in line with the National Minimum Wage increase
- Staff are able to use the School's swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations, and at times when you are not required to undertake activities and duties associated with your role).
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme and will receive 3x death in service cover.
- You will have access to Smarthealth, a wellbeing app for staff offering 24/7 GP access and mental health support.

Ipswich School term dates (for day pupils) in 2026/27 are set out below (please liaise with the Head of Boarding regarding boarders' return dates following holiday periods):

- Michaelmas term  
Mid-August (pre-season starts), 3 September (term starts) – 11 December 2026
- Lent term  
4 January – 25 March 2027
- Summer term  
14 April – 2 July 2027

***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.

Please return your completed application form electronically to: [hr@ipswich.school](mailto:hr@ipswich.school) by no later than Noon Friday 15<sup>th</sup> May 2026.

We reserve the right to interview candidates and assess applications as we receive them and to close this advertisement once all available graduate places have been filled for 2026/7.

Candidates shortlisted for interview will be advised of individual interview arrangements.

If we have not been in touch with you by 15th June 2026 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 Deputy Head Pastoral for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).
- 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.

April 2026