



IPSWICH SCHOOL

Creating Extraordinary Futures



IPSWICH SCHOOL



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OPPORTUNITIES AT IPSWICH SCHOOL

Senior Deputy Head (Academic and Co-Curricular)

Location

Ipswich School, Ipswich, Suffolk, IP1 3SG

Start Date: September 2026

SCHOLA REGIA GIPPESVICENSIS

CIRCA 1399

November 2025

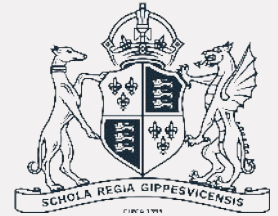


ABOUT IPSWICH SCHOOL

Ipswich School is a prestigious independent school located in the heart of Ipswich, Suffolk, providing a world-class education to children from 3 months - 18 years.

Renowned for its academic excellence, diverse extracurricular opportunities, and exceptional facilities, Ipswich School is committed to nurturing students' intellectual, emotional, and personal growth. We are a co-educational school with around 1000 pupils aged between 3 months and 18 years and we operate a five-day week. Our Senior School has almost 800 pupils aged from 11 to 18 (90+ of whom Board with us during term time), and we have a Prep School with around 200 pupils aged from 5 to 11 years. The Lodge Day Nursery provides the very best care for our youngest children aged from 3 months to 5 years.





JOB PURPOSE

The role of Senior Deputy Head is integral to the successful running of Ipswich School. You will, in effect, be responsible for the day to day running of the Senior School, overseeing all facets of both the academic and co-curricular programmes.

You will be technically extremely competent, and will possess the ability to form strong interpersonal relationships, which form such an integral part of the role. You will be hard-working, resilient, humorous and, we hope, ambitious. You will have experience of initiating and overseeing whole-school changes, and will have genuine, demonstrable interest in both academic and co-curricular areas of school life.



The principal purpose of the role is to lead, drive and champion a culture that helps Ipswich School to maintain and build its reputation as the top independent school in Suffolk. We offer a broad and challenging academic curriculum, and pride ourselves on delivering dynamic and interactive lessons, with small class sizes. This approach results in pupils achieving consistently excellent public examination results each year. In addition to a full classroom timetable, life for pupils at Ipswich School is busy, with all students taking part in a wide range of co-curricular activities outside the classroom.

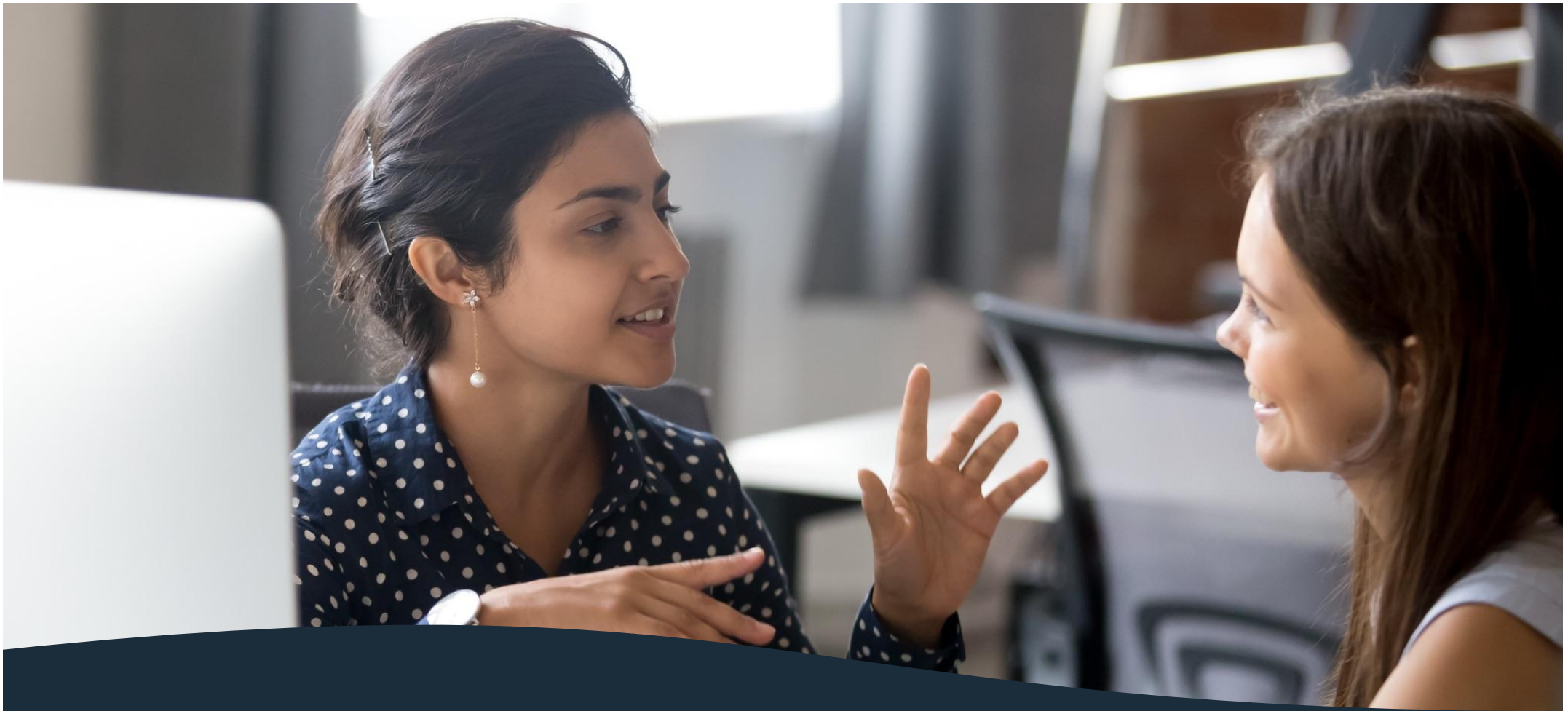
At the core of an Ipswich School education is a desire to inspire pupils so that they leave us with a body of knowledge, a portfolio of skills, and a strong sense of self-worth and self-knowledge. We want them to develop skills in collaboration, communication, creativity and critical thinking. This role therefore lies at the heart of all that we do as a School, and you will play a pivotal role in ensuring the School achieves its core aims and objectives inside and outside of the classroom.

You will act as a beacon of best practice, leading from the front and supporting colleagues to help pupils achieve their potential. Your responsibilities will include leading on the overall strategic objectives and operational oversight for academic and co-curricular planning and structures in the School.

You will embody the School's core values of Care, Passion, Potential and Communication and play a key role in contributing to the overall leadership and direction of the School, ensuring that our academic and co-curricular structures are deeply embedded and understood by all members of our community.

The role would suit very well someone looking at a professional development pathway that might prepare them for Headship within three-to-five years





Senior Deputy Head (Academic and Co-Curricular)

Key Responsibilities



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Key responsibilities

The Senior Deputy Head offers academic leadership to the heads of academic departments and shares, with them, responsibility for the learning of pupils in the Senior School. The Senior Deputy Head has overall responsibility for the smooth running of the academic life of the School. The wide ranging nature of this role means that it may be appropriate for the Senior Deputy Head to delegate authority for some of these responsibilities to the Assistant Head (Academic and Co-Curricular) from time to time.

Please note this is not meant to be an exhaustive list, and duties may vary, or be added, as the School's requirements change.

Management oversight of Academic Departments

Governance/Curriculum:

- Identify curriculum, and other improvements in the academic life of the School and successfully manage the change associated with such improvements
- Attend Governor meetings, including the Governors' Committee, Academic Committee and Full Governing Body, and lead on agenda planning for the Academic Committee
- Lead on all academic related elements of the ISI Inspection Framework to ensure positive outcomes for pupils
- Review and update School policies relating to curriculum, academic and co-curricular matters.





Line Management of Heads of Department:

- Chair Head of Department meetings twice each term in order to steer the educational debate and to consider national trends and developments
- Meet formally with Heads of Departments to conduct individual department Annual Reviews, Budget meetings, Action Point reviews
- Mentor and advise Heads of Departments on all aspects of their role, including discussions of staffing needs and curriculum overview
- Appraise all Heads of Department as part of the three year cycle of appraisal
- Analyse internal and external examination results and the 'value added' achievement of pupils by subject/department and by 'sub-groups' (e.g girls/boys, EAL, SEND etc)
- Encourage collaboration between Heads of Department and the subject coordinators in the Preparatory School and liaise appropriately with the Director of Studies (Prep)
- Oversee the School's systems, and work with Heads of Department, to ensure the effective performance management of teaching staff.

Parent Liaison

- Take responsibility for written communication to parents relating to academic matters
- Brief parents over academic matters at information evenings
- Respond to pupil and parent concerns regarding teaching and learning.

Academic Budgets

- Oversee the educational priorities associated with department budget submissions.
- Liaise with and provide recommendations to the Director of Finance and Operations, SMT and Governors on academic budgets/costs.





Academic Staffing:

- Work in conjunction with the Head to identify staffing needs within academic departments
- Lead in the shortlisting, interviewing and recruitment of new teachers
- Manage the recruitment and induction of new Heads of Department
- Work (with the Director of HR) to manage staff grievance, competency and disciplinary issues.

General

- Oversee classroom discipline and positive behaviour
- Oversee academic matters related to admissions, scholarships and bursaries
- Oversee the Academic Excellence programme, which offers multiple stretch activities beyond the curriculum
- Oversee the academic integration of EAL students
- Oversee the support of those students with a SEND
- Oversee all exams: public and internal
- Provide leadership through his/her own exemplary teaching practice
- Oversee, and teach, sections of the PSHE programme (as required).
- Teach your specialist subject, on a light timetable
- School Leadership:
 - Deputise for the Head in their absence
 - Form part of the Executive Leadership of the School
- Support the co-curricular life of the School by attending sport, musical and other co-curricular activities and, where time and personal aptitude allow, contribute to such activities
- Deliver/lead on staff INSET/CPD as required
- Attend East Anglian Group meetings and be outward looking in identifying examples of best practice
- Support the School's Christian ethos in attending Chapel and Evensong
- Be available for SMT emergency cover for school trips during the holidays.





Key responsibilities

The School's co-curriculum is, frankly, outstanding. For the past two years Ipswich School has been ranked in the top 20 schools nationally for **Sport**, and we are current holders of national titles in Girls' Cricket, Girls' Hockey and Fives. Our pupils regularly reach national finals in **Music**, where we have between 15-20 pupils at Grade 8 or higher. At 150 cadets, our **CCF** is exceptionally strong, and we put on regular **Drama** performances for all Key Stage age groups.

The School offers a diverse, inclusive and aspirational programme of clubs, activities and **community service**. We strive to offer programmes where high performers can sit comfortably alongside all levels of participation, and we are expanding the range of activities available to our pupils, so that **all** can generate potential life-long passions.

The Senior Deputy Head (Academic and Co-Curricular), in conjunction with the Assistant-Head (Academic and Co-Curricular), leads on the strategic planning and delivery of the School's Co-Curricular programme for pupils, and oversees and manages the successful dovetailing of the academic and co-curricular programmes.

Co-Curricular

Co-curricular Leadership and Management

- Monitor and develop the School's programme of co-curricular activities to ensure that it is comprehensive and varied, especially in the area of lunchtime and after school activities
- Review, lead, coordinate and improve the Thursday Afternoon Activities programme
- Ensure all full-time staff are making an appropriate contribution to the programme
- Ensure pupils are encouraged to be fully involved and that tutors monitor and encourage this involvement
- Oversee the organisation and management of activities and seek further opportunities for the School to promote personal development (of pupils) via the co curricular programme throughout their life at the School
- Manage conflicting demands on busy pupils in liaison with other pastoral and academic staff





Key responsibilities

Line Management

The Senior Deputy Head (Academic and Co Curricular), in conjunction with the Assistant-Head (Academic and Co-Curricular), is also responsible for the line-management of the following people/teams, with whom meetings are held on a regular basis:

- Performance Data Manager (over assessment, reporting and value added data)
- Heads of Lower School, Middle School and 6th Form (over academic matters)
- Exams Office (over public and internal exams)
- Director of Life Skills
- Head of Inductions, PGCE and Interviews
- Head of Teaching and Learning
- Head of Academic Excellence
- Head of Study Skills
- Head of Clubs and Activities
- Study Support Supervisor
- Personal Assistant to the Deputy-Heads
- Timetabler
- Learning Support Department
- Cover Supervisor
- Librarian
- Extended Project (EPQ) Coordinator





Parent Liaison

- Help to manage the flow of effective communications to parents relating to co-curricular matters
- Brief parents and pupils on co-curricular matters at information evenings as required
- Respond to pupil and parent concerns regarding co-curricular issues.

Co-curricular Budgets:

- Lead on the oversight of co-curricular priorities associated with budget submissions
- Liaise with, and provide recommendations to, the Director of Finance and Operations, SMT and Governors on co-curricular budgets/costs.

Co-curricular Staffing:

- Work in conjunction with the Head to identify staffing needs
- Assist in the shortlisting and recruitment of co-curricular staff
- Provide management oversight of the staff members responsible for planning Activities and Clubs, Outdoor Expeditions, Duke of Edinburgh, CCF etc.
- Management oversight of the Director of Sport, Director of Music, Head of Drama.





Senior Deputy Head (Academic and Co-Curricular)

Person Specification



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You must be able to demonstrate the following essential skills/experience for this post, and we would be particularly interested to receive applications from those who can evidence some or all of the highly desirable skills outlined below:

	<i>Essential</i>	<i>Highly Desirable</i>
Knowledge, Skills and Abilities	The proven ability to lead and inspire others, and to deputise for the Head with credibility	Interest in the opportunities and challenge presented by developments in digital technology, including AI
	Strong academic and intellectual ability (including an eye for detail), and exceptional strategic thinking, time-management, and decision making	Evidence of managing successful, whole school changes
	Willingness to work with integrity as part of a range of teams, whilst also being prepared to express an independent view	Understanding of the importance of Marketing and Development, and a related willingness to promote the School with energy, creativity and style
	Exceptional communication skills: in person; with large groups; ‘on paper’	A proven interest in the co-curricular life of a school: delivering or supporting
	Intellectual curiosity, flexibility, resilience, perseverance	

You must be able to demonstrate the following essential skills/experience for this post, and we would be particularly interested to receive applications from those who can evidence some or all of the highly desirable skills outlined below:

	<i>Essential</i>	<i>Highly Desirable</i>
Qualifications and Experience	Strong academic credentials, including a good Honours degree	Additional leadership or management qualifications
	Significant and varied school management experience at middle-management level	Senior management experience
	A proven track record of raising academic standards and securing excellent outcomes for students	In-depth knowledge of the ‘science of learning’, including recent developments
	Experience of leading teams, managing change and delivering improvements across curricular areas	Experience of leading teams, managing change and delivering improvements across Co-curricular areas
	A high level of competence as a classroom practitioner	

Working arrangements

1. This is a full-time, permanent post, subject to the satisfactory completion of a 12-month probationary period.
2. Due to the senior nature of this role, and the range of responsibilities involved, flexibility with working hours is essential.
3. The starting salary for this role will be competitive and will depend on your skills and experience. Remuneration terms will be discussed at interview.
4. The School takes seriously its responsibility to provide opportunities for continued professional development. In addition to internally organised staff training, teachers at Ipswich School are encouraged to attend courses and conferences which will further their expertise and career.
5. Free lunch is provided in the School Dining Hall during term time when the kitchen is in operation. Staff are able to use the School's swimming pool and fitness gym free of charge.
7. You will have access to Smarthealth, an employee wellbeing app providing you with 24/7 GP access and mental health support.
8. You will be entitled to generous fee remission (currently 50%) and the terms can be discussed in greater depth at interview with shortlisted candidates.
9. You will be auto enrolled into the School's defined contribution pension scheme for teachers, with 15% employer contributions and x3 life cover. Our teaching contracts also offer critical illness and income protection benefits.

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HOW TO APPLY

Completed application forms should be returned to Ipswich School,
25 Henley Road, Ipswich, IP1 3SG or emailed to *hr@ipswich.school*
by *12 noon on Wednesday 7th January 2026*.

First round interviews will take place on *Wednesday 21st January 2026*.

Final round interviews will take place on *Thursday 29th January 2026*.

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



PLEASE NOTE

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 expected to attend training in safeguarding children as directed.

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 Child Protection and 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).

Further Information





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T: 01473 408300

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W: ipswich.school