



Downe House

## **Candidate Information**

**Chaplain**

**Downe House**

**Closing date for applications: Monday 8<sup>th</sup> May 2017  
(8.00 am)**

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# About Downe House

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## Location

Downe House is located in the village of Cold Ash in Berkshire. Although in a village setting, it is only 5 miles outside the busy market town of Newbury and is well positioned for easy access to the M4 motorway, London and Heathrow Airport.

## School Description

Downe House was established as a girls' boarding school in 1907 by the first Headmistress, Miss Olive Willis, who wished to promote educational excellence within a relaxed but structured framework, which enabled girls to flourish through innovative teaching and an environment where mutual respect between staff and pupils was highly valued and pursued. The School's first home was Down House in the village of Downe, Kent – formerly the home of Charles Darwin. The School outgrew the house so Olive Willis bought 'The Cloisters' in Berkshire and the School moved to its current location in Cold Ash in 1921.

'The Cloisters' are still at the heart of the School and consist of a white arched walkway linking many of the classrooms and the School Chapel. There are also a number of newer buildings and modern facilities including a purpose built performing arts centre, sports hall, languages resource centre and administration building. More improvements are planned as part of the Ten Year Vision for the School. Downe House is set in a peaceful location of 110 acres of wooded grounds.

Downe House is a charitable company limited by guarantee. The School belongs to the Independent Schools Council (ISC), GSA and HMC and as such is subject to regular inspections by the Independent Schools Inspectorate (ISI).

## Ethos and Aims

Downe House exists to provide girls with, and promote, an excellent holistic education. It aims to enable girls to strive for the highest academic results of which they are capable. At the same time they should enjoy the opportunities and support which allow them to develop the personal, social, spiritual and emotional awareness that is the balance to academic excellence and thus prepares them for adult life and work. Downe House also seeks to enable girls to develop as global citizens and to view life with a true sense of internationalism.

Whilst girls of all faiths attend Downe House, a Christian ethos prevails throughout the School. Respecting all beliefs, the School provides girls with the opportunity of attending either a school assembly or service in the School Chapel before each day's lessons commence.

## Governance

The Governors act as the trustees of the School in respect of its status as a charity. They also provide strategic guidance on the running of the School and can form the court of last

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appeal on issues such as the exclusion of a pupil or employees' grievances. The Board of Governors usually consists of twelve to fifteen members with a wide range of knowledge and experience. Most of them have a connection with the school either as current parents, former parents or past pupils, but some have no previous connection with the School and therefore provide an even broader perspective. They are all volunteers who receive no remuneration.

## **School Size and Structure**

There are currently about 580 pupils age 11 - 18 and the vast majority are full time boarders. Most girls join at 11 plus, 12 plus or 13 plus with just a few joining in the Sixth Form each year.

The School operates a 'three tier' boarding system - a unique boarding structure that has been developed to help girls in the lower years settle in as quickly as possible and to assist and support older pupils as their personal needs and learning requirements change.

Most girls tend to stay on in the Sixth Form where there is a strong sense of growing independence. Most of the 180 or so Sixth Form students board full time, although there is the freedom to leave the School most weekends and at times during the week if a girl's Tutor sanctions this. At Sixth Form, girls move into either 'Willis' or 'York'. With excellent facilities for living and independent working, these houses have been expressly designed to prepare each girl better for university life.

## **Staffing**

Approximately 400 staff are employed at Downe House in a wide variety of roles including teachers, pastoral staff, administrators, cooks, caretakers, IT technicians, nurses and many more.

## **Leadership Team**

The School Leadership Team, which is chaired by the Head, consists of the Deputy Head, Boarding Deputy, Academic Deputy, Assistant Headmistress (Foundation), Head of Sixth Form, Head of Upper School, Head of Lower School, Director of Information Systems, Director of Human Resources, Finance and Administration Bursar and the Director of Estates, Property and Services. The Team works closely together and meets regularly to consider issues including future school strategy, monitoring pupil and staff performance and development, development and planning, policy development, educational development as well as wider school initiatives.

## **Curriculum, Teaching and Learning**

Downe House is renowned for providing an outstanding education. Teaching methods are planned to encourage, and support each girl's abilities and potential. Lessons also take place on a Saturday morning.

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The curriculum on offer is diverse and the School believes in providing opportunities that enthuse, motivate, boost self-belief and above all make learning fascinating and fun. Downe House offers a bespoke curriculum across all year levels. In the Sixth Form the Cambridge Pre-U and A levels are offered in a wide range of subjects. Sixth Form results are impressive and enable girls to continue into their chosen university course with confidence. I/GCSE results are equally strong and girls entering the Sixth Form have a firm foundation.

## **Pastoral Care and Child Protection**

The School has an excellent reputation for pastoral care and the wellbeing of each girl is always paramount when planning any aspect of School life. Through a pastoral system that is both protective and nurturing, Downe House girls develop socially, intellectually, spiritually, morally, emotionally and physically. Providing support, guidance and advice, the pastoral staff also help instil the values of self-belief, motivation and discipline, as well as kindness, understanding, consideration for the needs of others and a sense of service. In each of the boarding houses, opportunities exist for girls to build strong friendships, not only with girls in their own year groups, but across the School community, and relationships between staff and students are expected to be positive and mutually respectful.

Pastoral care is complemented by a comprehensive tutorial system where every girl is individually assigned to a tutor who is there to support and guide her in all aspects of school life including, curriculum choices, academic progress, managing her extra-curricular programme and much more! In addition there is an on-site purpose built medical centre where the team of qualified nurses are on hand to provide both medical care and a friendly 'ear'.

The Boarding Deputy is the designated person in charge of safeguarding and child protection and works closely in this area with other members of the Leadership Team. The School culture encourages everyone to feel comfortable to discuss concerns in complete confidence. The School's Safeguarding and Child Protection Policy is available on the website.

## **Co-Curricular Activities**

The richness of learning provided within the classroom only goes part way to illustrate the opportunities that boarding at Downe House brings. Believing in the importance of providing a broad and balanced education, the School offers a comprehensive range of extra-curricular activities that are designed to instil a sense of adventure, encourage each girl's natural curiosity and inspire a thirst for knowledge. The programme is extensive, with a full range of activities and opportunities in the evenings and at the weekends.

**Sport** – The Sports provision is considerable and includes lacrosse, netball, hockey, tennis, swimming, squash, gymnastics, athletics, cross-country and trampolining. There are extensive playing fields that accommodate six lacrosse pitches, an all-weather pitch and seventeen tennis courts. There is also a purpose built large sports hall with fitness and dance studios, 25 metre indoor swimming, squash courts, fitness room, spinning area and gym.

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**Music** - Music forms an intrinsic part of daily school life and is enjoyed by the whole community. The opportunities to make music are considerable and include performing in lunchtime concerts, school musicals and whole-school concerts, inside and outside school. This could be as part of one of the three orchestras and choirs, the School's big band, rock bands and other ensembles. These provide ample occasions for girls to learn and play together. The Director of Music leads an experienced and talented team of teaching staff as well as a number of visiting music teachers. Future plans for the School include a new purpose built Music School to add to the array of facilities on offer to the girls.

**Drama** - With an impressive Performing Arts Theatre and Drama Studios, the School provides excellent facilities for teaching and performing. Many girls also have private speech and Drama lessons, which often focus on The Trinity Guildhall Speech and Drama Examinations and the RADA Shakespeare Certificate. A number of School productions run throughout the year.

**Art** - Supported by workshops and lectures by local artists, visits to galleries, as well as the opportunity to make full use of the extensive Art, Pottery and Photographic facilities, girls are encouraged to develop their own style and experiment with different approaches.

## **Veyrines – The French Experience**

The School offers all girls in the Lower Fourth (Year 8) the unique opportunity of living near the Dordogne for one term in a rural village called Veyrines de Domme. Downe House owns and runs its own French School, which is housed in a converted farm and outbuildings. The term in France is an important part of School life and is often referred to as one of the 'highlights' for the girls that they never forget. It offers a unique and different learning experience in an idyllic setting.

## **The Ten-Year Vision**

The School has an ambitious plan to continue to develop its facilities and the range of opportunities that it offers to girls and staff. A transformational Centre for Learning is the next building project that will provide inspirational learning and social facilities at the heart of the site. This project is due to be completed during the Michaelmas term of 2018 and will then be followed by plans to enhance the Music facilities and the facilities for the Creative Arts. However, it is not buildings alone that will be the focus of the School's attention. An exciting programme of global exchanges for pupils and staff is now well developed and the professional networking programme is also growing and becoming the envy of many schools.

## **Inspection Reports and Awards**

Recent inspection reports have been extremely positive. Full details about recent inspections by Ofsted, ISI and the Good Schools Guide can be found on our website.

Further information about the School can be found on our website: [www.downehouse.net](http://www.downehouse.net)

# The Role

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Downe House is committed to excellence and encourages all members of its community to participate in this rich and diverse learning environment. This is a significant and public role within the life of the School, contributing to the welfare of the pupils and staff on a daily basis.

## **Line Manager**

Boarding Deputy

## **Job Purpose**

To provide dedicated support for this vital and central part of school life, the post-holder will be a member of the Common Room and will assist in promoting/supporting the School and School activities at internal and external events. It is also anticipated that the Chaplain will teach a reduced timetable and will be able to teach her or his chosen subject throughout all age groups in the School.

Weekly Sunday services for the whole school are held either in the Chapel or the main School Hall depending on the size of the congregation. Regular brief weekday services are held on Tuesdays and Thursdays, for the Lower School and Senior School respectively, which are taken by a rota of staff. There is also a weekly voluntary Eucharist every Thursday at 8.00 a.m. which is currently attended by about two hundred girls. Five staff and one senior girl are licensed Lay Ministers of Holy Communion. Approximately sixty pupils are confirmed each year at three Anglican Confirmation services in Downe House Chapel and one Roman Catholic Confirmation service held in Radley College Chapel. A joint Anglican-Roman Catholic Confirmation Retreat Day is spent at Douai Abbey each term as part of the preparation.

It is expected that the post-holder will be an Anglican priest and will be licensed to officiate in the diocese by the Bishop of Oxford.

## **Main Responsibilities**

- To support and direct the spiritual and pastoral life of the School.
- To play a full part in the School's Pastoral structure by, for example, attending Heads of Department (Pastoral) Meetings.
- To promote and support the welfare of the staff and the pupils by being available to them as required.
- To manage the day-to-day operations and budget of the Chapel.
- To teach a subject or subjects throughout the School.
- To take responsibility for all services of worship within the School, including weekly services, Carol Services and other major services in consultation with the Headmistress.

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- To prepare pupils for Confirmation and to organise the service and celebration lunch.
- To liaise with the Director and Assistant Director of Music regarding provision of music for services, and to liaise with the Head of Lower School about the programme of Lower School services.
- To oversee and direct the work of the Chapel Seniors (Prefects).
- To enable pupils of other faiths to have access to appropriate worship and teaching.
- To represent the School at school events.
- To play a prominent role with parents.
- To play a prominent role in the School's PR and marketing programme.
- To undertake such other tasks relevant to the needs of the School as these may arise.

## **Safeguarding and Child Protection**

To have a child centred approach and consider the best interests of the child at all times. To be fully committed to safeguarding and promoting the welfare of children and young people and to follow the guidance given in the Downe House Safeguarding and Child Protection Policy, and the Department for Education's guidance 'Keeping Children Safe in Education'. To report any concerns regarding safeguarding and child protection to the School's Designated Safeguarding Lead (DSL).

## **Health and Safety**

To remain vigilant, and observe all relevant Health and Safety policies and procedures. To take reasonable care of your own and others' Health and Safety, report all accidents and incidents, and raise concerns through line managers. To take a proactive approach, and address minor physical problems on the School site directly or report them to the Estates Team.

## **Equality and Diversity**

To promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

## **Data Protection and Confidentiality**

To ensure that data you are responsible for is accurate and appropriate to the needs of the School, and to be responsible for ensuring any personal data processed for any purpose or purposes in connection with your role at the School, is not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 1998.

To be sensitive and to respect the confidentiality of everyone in the School community including colleagues, girls, parents and visitors.



# The Role

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## Promoting British Values

Downe House recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

**Note:** This job description is not a comprehensive definition of the post. It will be reviewed as part of the cycle of appraisal, and it may be subject to modification or amendment at any time after consultation with the holder of the post. Further guidance on the duties and responsibilities of members of staff is found in the Staff Handbook and on Merlin.

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## Skills and Qualifications

The successful candidate will:

- Be an ordained priest (in the Anglican Church);
- Be a graduate;
- Have strong liturgical knowledge;
- Be sympathetic to a variety of religious and other viewpoints;
- Ideally be a qualified teacher with experience of teaching all age groups including sixth form;
- Have excellent pastoral skills;
- Be up-to-date with current thinking and practices;
- Be competent in the use of ICT;
- Have the desire and drive to “make a difference”;
- Be able to be an effective Tutor if required.

It is anticipated that the successful candidate will be able to demonstrate the following:

- A strong commitment to the Downe House ethos, aims and aspirations;
- Experience of working with young people;
- Experience of community life;
- A flexible approach to working hours and be prepared to work during the School holidays from time to time as required;
- Appropriate expertise/knowledge;
- Highly professional approach;
- Strategic thinking;
- Energy and enthusiasm;
- Integrity;
- Punctuality;
- The ability to prioritise and meet deadlines;
- The ability to work as a member of a team and accept direction;
- The ability to be flexible and adapt to change;
- The ability to be proactive and positive;
- Excellent communications and interpersonal skills;
- Good organisational skills;

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- Good judgement;
- The ability to be self-critical;
- The ability to work on own initiative;
- Effective classroom management skills;
- The ability to relate well to adolescents and enjoy their company;
- A willingness to participate in the boarding life of the School and contribute to the extra-curricular activity programme;
- A commitment to ongoing training and learning;
- An analytical mind and pro-active approach to problem-solving;
- A warm approach with a sense of humour;
- A commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Safeguarding and Child Protection Policy statement at all times.

# Terms & Conditions

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## **Terms of employment**

This is a permanent, salaried appointment offered on a full-time basis.

## **Location**

The post will be based at Downe House (Cold Ash, Thatcham, Berkshire RG18 9JJ).

## **Start date**

1<sup>st</sup> September 2017

## **Remuneration**

You will be paid on the Downe House pay scale, and your starting point will be agreed on appointment by the Headmistress dependent on your qualifications and experience. It is anticipated that this will be on the Downe House Teaching Scale up to point 12 (maximum of £43,160). In addition, the School normally reviews salaries on an annual basis and any pay award agreed by the Board of Governors is implemented annually in September.

Salaries are paid by direct transfer into your bank account by the Bursary on the last Friday of the month.

## **Accommodation**

Consideration may be given to the post being a residential position and suitable accommodation may be offered. This will be discussed on an individual basis during the selection process.

## **Pension**

If the successful applicant is a qualified/experienced teacher then on appointment you will be automatically enrolled as a member of the Teachers' Superannuation Scheme administered by the Teachers Pensions. You may also opt out of this scheme.

If you are not a Teacher then after successful completion of 3 months employment, you will be automatically enrolled into the School's Group Stakeholder Pension Plan with Aegon Scottish Equitable to which the School will contribute the equivalent of 9% of your salary if you contribute a minimum of 3% of your salary. Lower contributions are also available in line with statutory guidance.

## **Holidays**

You will normally be entitled to all Downe House school holidays in the academic year (1st September to 31st August). You may also be required to work reasonable hours from time

# Terms & Conditions

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to time during School holidays as required by the Headmistress. You will also be expected to attend INSET and staff meetings at the start of each term prior to the return of the girls. These dates are published in advance so you will have plenty of notice.

The School Chaplain may also be required by the Headmistress to come into School during the holidays for various meetings and to support pupils during the period when exam results are available.

## **Probation Period**

Your appointment will be subject to a probation period of three terms. During this time you will meet regularly with your line manager and receive guidance, support and feedback. This will also be an opportunity for you to raise any concerns and to discuss your development needs.

## **Notice Period during Probation**

During your probation period the following notice period will apply:

- If appointment is to terminate at the end of Lent Term, notice must be given by 1 March at the latest.
- If appointment is to terminate at the end of Summer Term, notice must be given by 1 June at the latest.
- If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 November at the latest.

## **Normal Notice Period**

After probation is complete, your notice period will increase to the following:

- If appointment is to terminate at the end of Lent Term, notice must be given by 1 November at the latest.
- If appointment is to terminate at the end of Summer Term, notice must be given by 1 March at the latest.
- If appointment is to terminate at the end of Michaelmas Term, notice must be given by 1 June at the latest.

## **Sick Pay**

On successful completion of 6 months service, you will be eligible for the School's Sick Pay Scheme (up to 2 weeks at full pay and 2 weeks at half pay in Year 1, increasing to 1 month at full pay and 1 month at half pay in Year 2, 2 months at full pay and 2 months at half pay in Year 3, 3 months at full pay and 3 months at half pay in Year 4 onwards).

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## **Meals and Refreshments**

During term time free meals and refreshments are available throughout the day during working hours. This includes breakfast, lunch and supper and a wide choice is normally available.

## **Parking**

There is plenty of free on-site parking available.

## **Staff Facilities and Social Events**

Various sports facilities are available on site that can be used by staff at agreed times during the week. Activities include swimming, gym, tennis and squash. In addition you will be invited to a number of school social events and functions that run throughout the year.

## **Discounted School fees**

At the discretion of the Headmistress, staff may be eligible for up to two-thirds discount on day fees should their daughter be accepted into the School. This discount is on a pro-rata basis for part-time employees.

## **Safeguarding and Child Protection**

Downe House is committed to safeguarding and promoting the welfare of children and young people. The appointed candidate will be expected to demonstrate an equal commitment to supporting and implementing the Downe House Safeguarding and Child Protection Policy. The School will actively investigate the suitability of candidates in this respect.

The successful applicant's appointment is conditional upon satisfactory clearance by the Disclosure and Barring Service (DBS check).

# How to Apply & Appointment Process

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## APPLICATIONS

Please apply by email to our retained consultants, Aspirance Leadership Services ([david@aspirance.co.uk](mailto:david@aspirance.co.uk)).

If you would like to discuss this opportunity further before deciding whether to apply, please call Andrew Trotman of Aspirance on 07917 274803.

Applications should comprise a completed application form (downloadable separately) supported by a detailed CV, together with a short covering letter (no more than two pages).

Your letter should explain your interest in the appointment, and highlight how you meet the most important requirements of the person specification as set out earlier in this brief. You should make it clear what would make you stand out as a candidate rather than merely demonstrating that you meet all the requirements – highlight why you **should** get the job, not just that you **could** do it.

You are also requested provide details of your current salary.

**Since we will initially correspond with you by email or phone, please provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.**

## SAFEGUARDING AND CHILD PROTECTION

In completing the application form please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, including those normally regarded as 'spent' must be declared. The provision of false information is an offence and could result in the application being rejected. If appointed on the basis of false information, you could be summarily dismissed for acquiring your post by deception and a referral to the police could also follow.

You will be aware if you are barred from working with children that it is a criminal offence to apply for this post and a criminal offence for the School to employ you.

## CLOSING DATE

The closing date for applications will be **Monday 13th February 2017 (8.00 am UK time)**. Late applications may not be considered. We reserve the right to open discussions with candidates ahead of the closing date so applicants are encouraged to submit applications at the earliest opportunity rather than delaying until just before the closing date.

## SELECTION PROCESS

Applications will be acknowledged by Aspirance upon receipt.

After the closing date all candidates will be informed by email or phone of the outcome of their applications. A long list of candidates who most closely match the requirement will be invited to an initial interview with Aspirance. These interviews are likely to be held in the week beginning mid May at Downe House.

# How to Apply & Appointment Process

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Following these initial interviews, a short list of the best-qualified candidates will be invited to attend a panel interview at the School.

## **TRAVEL EXPENSES**

Reasonable travel expenses will be reimbursed to candidates required to attend for interview, by application to Aspirance. Rail travel should be Standard Class, and mileage claims will be reimbursed at 40 p per mile. Please discuss any significant expenses (eg international travel or long journeys) with Andrew Trotman before incurring the expense.