



Downe House



CANDIDATE INFORMATION PACK

TEACHER OF DRAMA
PART TIME (0.6FTE)



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people



The position

JOB PURPOSE AND OVERVIEW

From September 2026, we are seeking to appoint a Part Time Teacher of Drama (0.6FTE) who has the ability to teach Drama up to A level standard, following schemes of work that challenge, enrich and inspire our students. The Teacher of Drama will become fully integrated in our extensive extra-curricular programme and promote and support the subject in all aspects of school life. The postholder will also be required to tutor a small number of students.

We welcome applications from both experienced and newly qualified teachers who are keen to develop their practice within a leading independent boarding and day school for girls.

DEPARTMENT OVERVIEW

At Downe House the Performing Arts are a hugely popular aspect of school life. This is a vibrant and busy faculty that achieves outstanding results both in the classroom and through its extra-curricular provisions. This vibrancy is reflected in the staffing of the faculty, which is made up of 13 members of staff.

Academic Drama

Academic Drama forms part of the compulsory curriculum during year 7 and 8 with pupils being given the option to choose Drama in year 9. Currently all pupils who take Drama in year 9 will complete their Bronze Arts Award qualification. The department follows the Edexcel syllabus for GCSE and A Level. Drama and Theatre are popular options amongst the pupils at the school. The faculty is proud of its academic success and consistently achieves excellent exam results. Last academic year pupils achieved 100% A* grade at A Level and 100% grade 7 – 9 (80% 8-9) at GCSE. We have pupils gaining places in the National Youth Theatre as well as progressing to study at foundation level and/or degree level, either at university or vocational Drama School. We are proud of the strong history of alumnae forging successful careers in the Performing Arts industry; whether they are on stage, in front of a camera, producing, writing, directing or in the many production roles behind the scenes.

Theatre visits are scheduled each term for those studying GCSE and A Level courses and through the Drama Scholars' programme. The Department regularly offers workshops and performances by visiting practitioners to complement their studies. We work with the community and local schools to broaden our students' experiences and to showcase the enormous talent of the Downe House girls. We have a particularly strong relationship with the Watermill theatre.

Performing Arts Productions

The Drama Department offers a wide range of clubs and extra-curricular activities that are open to students in all year groups. It is common practice for all department staff to make an active contribution to the co-curricular programme.

The annual programme of Performing Arts productions is an important part of the school culture and is a vibrant aspect of the school community. As a faculty we aim to produce an annual programme that is diverse, exciting and innovative. During a normal school year, we would typically direct approximately 7 school productions which range from small studio plays to full scale musicals and dance shows. All full-time members of staff are expected to contribute to the production programme and to be experienced directors/choreographers. We aim to achieve excellence through inclusivity with every pupil being given the opportunity to participate in a school production, either as a performer or as part of the production team.

Recent productions include Chicago, Marvin's Room, Alice in Wonderland, Romeo and Juliet, Cinderella, Billy Elliot, Jane Eyre, Aladdin, Blue Stockings, The Nutcracker, Mulan, ABBA The Party, Lord of the Flies, The Lion King, Little Women, and Beetlejuice.

'House Drama' is also a huge event in the school calendar, and involves every pupil from year 7 – year 12. In this fantastic event, Lower Sixth pupils are given the task of creating an original piece of theatre with the whole year group creating their own production team.

KEY RESPONSIBILITIES

- Stimulate and encourage pupils to a high standard of work and interest in Drama, ensuring that the needs of individual pupils are met.
- Prepare and deliver lessons in line with agreed syllabus and schemes of work. We follow the EdExcel syllabus for GCSE and A Level.
- Direct and assist with productions and workshops, including musical theatre and film projects.
- Assess pupils' work and record assessments in accordance with the Department's policy.
- Play a full role in the Performing Arts extra curricular programme.
- Keep the Head of Department informed of any pupil who may be experiencing difficulties of any kind.
- Contribute to the development of appropriate resources and schemes of work and accept advice and instruction from the Head of Department.
- Attend recommended internal INSET and external CPD courses and continue to develop professional skills.
- Promote self-discipline among the students and deal with any infringements of discipline promptly or refer them to the appropriate members of staff.
- Accompany Performing Arts department theatre trips when required.
- Complete pupil reports as and when required by the deadlines set.
- Participate in the supervisory duties shared by all members of staff.
- Take part in the rota of cover for absent colleagues.
- Engage in cross-curricular activities as arranged within the School.
- Attend all Parent/Staff meetings, INSETs and other meetings about students as required.
- Ensure that any planned events or trips adhere to the School's Policy and procedures.
- Maintain a regular flow of information to, the Head of Department and the Housemistress on all matters concerning the welfare and progress of individual girls.



Person specification

- A relevant Drama qualification and Qualified Teacher Status (QTS) / or previous teaching experience.
- Previous experience of teaching Drama to GCSE and A level standards.
- Experience of directing and supporting small scale productions, including musical theatre, film projects.
- Ability to demonstrate excellent subject knowledge.
- Strong classroom management skills.
- Ability to build excellent and appropriate working relationships with staff and pupils.
- Enthusiasm for your subject, with the ability to motivate and inspire students.
- Up-to-date with current thinking and teaching practices.
- Previous experience of being a tutor to a small group of pupils is desirable.
- A willingness to participate in the School community and contribute to the extra-curricular programme.
- A commitment to ongoing training and CPD.
- Sound organisational skills, and able to prioritise workload.
- Efficient time management skills with a proven ability to meet deadlines.
- A positive and proactive approach to work, using initiative to work independently and as part of a team.
- A genuine interest and enthusiasm for working in a girls boarding and day school environment.
- A strong commitment to safeguarding and promoting the welfare of children and young people.
- A flexible approach to working hours on occasions, in order to support with extra curricular activities and drama production/workshop support.



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Employee Benefits



BEREAVEMENT SUPPORT
practical, probate & emotional support



COMMUNITY & SOCIAL
regular social events for staff & family



CPD
weekly opportunities for learning & development



CYCLE TO WORK SCHEME
savings on bicycle purchases via salary sacrifice



EMPLOYEE ASSISTANCE
confidential advice & counselling service



EYE TEST
free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS
annual on-site free vaccinations



FREE MEALS
daily nutritious & delicious meals



FEE REMISSION
generous discounted fees



GROUP INCOME PROTECTION
75% salary



GYM
free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING
a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE
3 x salary



LINE MANAGER SUPPORT
in house workshops & Aspiring Middle Leaders programme



LOCATION
well connected, within easy reach of A34 & M4



PARKING
plenty of onsite parking



PENSION
generous employer contributory schemes (eligibility criteria apply)




SWIMMING POOL
access to heated on-site swimming pool



TECH
Microsoft showcase school using leading technologies



WORKING ENVIRONMENT
beautiful semi-rural campus on 104 acre estate



“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”



Inspiring girls

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www.downehouse.net



Downe
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