



Downe House



CANDIDATE INFORMATION PACK CHAPLAIN

Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



EMMA MCKENDRICK



About the School

Downe House is one of the UK's leading boarding and day schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110 – acre site in the village of Cold Ash situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women proving educational excellence in a framework which was relaxed but structured. With over 550 pupils, approximately 30% of whom are international students, Downe House lives out the message that “each individual matters”, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. 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 a reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day girls. Many of the girls are boarders and they live in one of the twelve 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 of staff – some of whom are residential.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in the Global Teacher Exchange program, with our partner school in Australia. Selected pupils can also attend international schools for a short term or gain global internships for work experience. 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 as well as our pioneering online DH Academy.



Working for us

INTRODUCTION FROM THE CURRENT CHAPLAIN

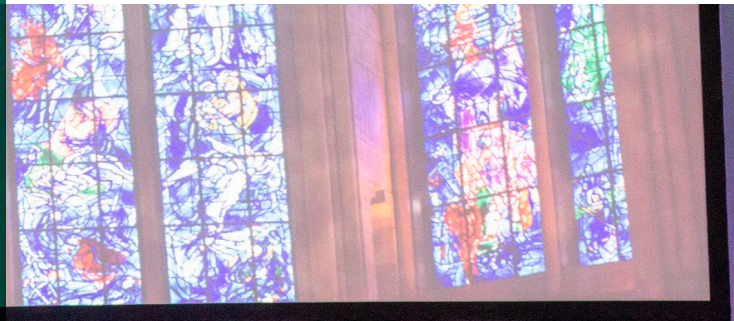
“To live and serve as Chaplain in the diverse and international community of Downe House is a unique joy and privilege. The close community of the school includes not only the pupils (many of whom will become the leaders of the future) but also a dedicated and committed “village” of teaching and auxiliary staff. To model Christian love and welcome and provide spiritual care and guidance, as a person of integrity and compassion, is most rewarding and fulfilling. The role brings opportunities to connect not only within the school itself but also to the wider arenas locally, nationally and internationally, which are influenced by the work of Downe House as a prestigious independent boarding and day school inspiring girls.”

Rev. AP – Current Chaplain.

As a leading independent school in the country, we have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 400 staff in a wide range of positions. Whatever your role, you will be joining a supportive community, and you will play an important part in the success of our School.

“The School acknowledges the importance of nurturing its teachers by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”



Employee Benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

annual free eye test & contribution towards glasses



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



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



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

The position

CHAPLAIN

Start Date: January / April 2026

Contract Type: Permanent Full Time Position

Hours: Full time position, term-time only (34 weeks per year plus a few additional days before the start of term for INSET and start of term preparations). You will be entitled to one day off during the week – typically Fridays. Like other teaching staff, you may teach on Saturday mornings and be expected to attend parents' meetings. You may on occasion be called on during the holidays when required by the school community e.g. the passing of a colleague.

Benefits: We offer a competitive salary, generous pension scheme, plus free meals, to name but a few of the benefits available to you.

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 section process.

We offer you the opportunity to live and work in a beautiful rural area.

Reporting To: Deputy Head (Pastoral)

JOB PURPOSE AND OVERVIEW

Life as a Chaplain in a prestigious independent Boarding and Day School for girls is a rewarding vocation, like no other. Sharing your life with staff and pupils and living amongst them in a close-knit and vibrant community as a spiritual and moral guide, bringing Jesus' light and love, affords tremendous opportunities.

In this role you will deliver pastoral care and provide spiritual support to the whole school community, irrespective of their faith. Through your personal witness and leadership in Chapel Services, you will demonstrate the relevance of the Christian faith in the rhythms and challenges of School life.

You will assist in supporting the School and its activities at internal and external events. Alongside spiritual responsibilities, you will teach a reduced timetable of your chosen subject throughout all age groups in the School.

There are three mid-week morning services each week at 8.00 or 8.30am. On Sundays you would either preach or invite a visiting speaker at Matins or Evensong. Boarding House prayers may take place on Sundays which are led by House staff with guidance provided from you.

On Wednesday evenings you may be involved with Confirmation preparation classes for Church of England or Roman Catholic denominations (the latter is hosted by Radley College); there are usually approximately 25 candidates per year.

Significant occasional services which occur throughout the school year for pupils / families include: Welcome or Leavers' Services, Harvest Festival, Remembrance Day, Carols (on site and in London). Additionally, you may conduct baptisms or memorial services for pupils, staff and their families. Some staff regularly speak in the weekly chapel services and help support the life of chapel. There is a weekly Christian Union group "Roots" led by a colleague.

You will be supported in your Chaplain role by colleagues from the Administration Team and you will have close working relationship with the Organist and the Director of Music.

The Parent – Prayer Group meet with you twice a term on Zoom or in-person. Meetings with your line manager, the Head of Pastoral are fortnightly, and with the Headmistress, twice each term. You will also attend pastoral meetings, chapel committee meetings and staff meetings and are involved in regular professional staff training.

You will meet weekly with the Chapel Seniors (Sixth form prefects) and work with year 7 and 8 Chapel Reps who help with services in different ways. You would develop good links with local bodies i.e. West Berks Food Bank, Good News for All, Lymington and Rushmore Holidays, and Compassion UK.

This is a varied role with the opportunity to have an impact and make a difference.



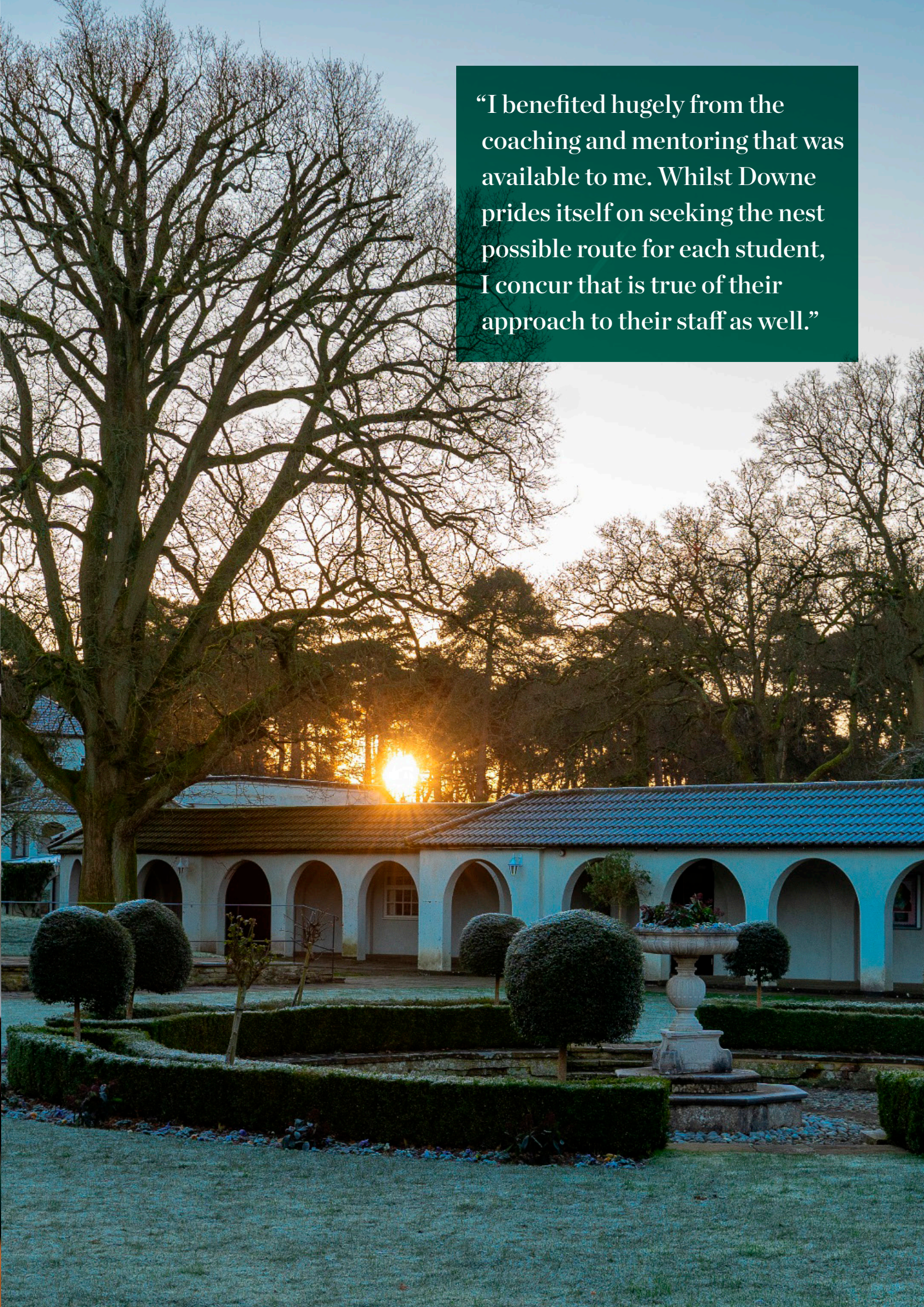
Inspiring girls

MAIN DUTIES AND RESPONSIBILITIES

- Deliver pastoral care to pupils and staff, and sometimes their family members, providing spiritual support and ethical leadership, publicly and privately.
- Serve as an inspiring and effective spiritual guide, encouraging others to grow deeper in faith and service.
- Able to teach and witness the relevance of Christian faith and principles in a modern, secular and multi-faith community in creative and innovative ways.
- Play a full part in the School's Pastoral structure including, attending Heads of Department (Pastoral) Meetings.
- Manage the Chapel budget and involve pupils and staff in the daily operations of Chapel service, directing the work of the Chapel Seniors (Prefects).
- Responsible for all services of worship within the school, including weekly services, Carol Services and other major services in consultation with the Headmistress.
- Prepare pupils for Confirmation, organise the service and celebration lunch.
- Liaise with the Director of Music and other senior colleagues regarding provision of music for services.
- Enable pupils of other faiths to have access to appropriate worship and teaching.
- Strengthen the links with our families, young people, local community and partner with other relevant schools.
- Represent the School at key events and play a prominent role with parents and in the School's PR and marketing programme.
- Teach a subject, or subjects, throughout the School. You would be expected to teach up to 10-12 lessons per week in your preferred subject.
- Undertake such other tasks relevant to the needs of the School as required.



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



Person specification

ESSENTIAL

- ✓ Be an ordained priest (in the Anglican Church) and a credible public representative of the Christian faith modelling collegiality, wisdom, patience and kindness.
- ✓ Be a graduate.
- ✓ Experience of working with young people and able to relate well to adolescents from diverse backgrounds and enjoy their company.
- ✓ A commitment to safeguarding and promoting the welfare of children and young people, complying with the School's Safeguarding and Child Protection Policy statement at all times.
- ✓ Have strong liturgical knowledge, able to teach and lead services in a way that inspires and deepens faith in God within an ethnically and spiritually diverse community.
- ✓ Have excellent pastoral skills and an approachable, welcoming, inclusive and caring manner.
- ✓ Sensitive communication and interpersonal skills, with a warm approach and a sense of humour, able to develop encouraging, collaborative and fruitful relationships with pupils, staff and parents.
- ✓ Highly professional, a person of integrity, good judgement and able to be self-critical.
- ✓ Be sympathetic to a variety of religious and other viewpoints.
- ✓ Have energy and enthusiasm to work in a reputable and busy boarding school environment with high standards.
- ✓ A flexible approach to working hours and be prepared to work during the School holidays occasionally if required.
- ✓ Competent in the use of ICT.
- ✓ Able to be an effective Academic Tutor if required.
- ✓ A strong commitment to the Downe House ethos, aims and aspirations;
- ✓ Experience of community life.
- ✓ A willingness to participate in the boarding life of the School and contribute to the Co-Curricular activity programme.
- ✓ The ability to work as a member of a team and accept direction.
- ✓ Must be supportive of women's ordained ministry.

DESIRABLE

- ✓ Ideally a qualified teacher, with experience of teaching all age groups including sixth form and have effective classroom management skill.

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.

Inspiring girls





Downe House

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Cold Ash, Thatcham
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www.downehouse.net



The Downe House Podcast is available
on all major podcast platforms