



Downe House



CANDIDATE INFORMATION PACK

TEACHER OF HISTORY OF ART  
(Part-time)



## 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

## TEACHER OF HISTORY OF ART (Part-Time)

**REPORTING TO:** Head of History of Art

**CONTRACT TYPE:** Permanent - Part Time  
(0.4 to 0.6 FTE)

**START DATE:** September 2026

### JOB PURPOSE AND OVERVIEW

- To inspire excellence in teaching and learning within the department and seek to improve teaching practice so that pupils receive an excellent educational experience.
- To ensure the development of stimulating, creative and well-resourced schemes of work to promote intellectual curiosity and develop academic rigour aligned with the needs and abilities of the girls.
- To teach the History of Art curriculum at Advanced level and for Oxbridge entry and to be responsible to the Head of History of Art for this.



### DEPARTMENT OVERVIEW

The History of Art Department sits within the Creative Arts Department and shares its ethos of encouraging an enthusiastic and critical perception of a wide variety of visual stimuli. As an academic discipline, Art History aims to stimulate students' theoretical and historical interest and develop strong skills of critical analysis within a supportive environment.

Learning collaboratively and communicating effectively is key to this subject: ideas are shared and debated in class, and opinions tested, developing verbal and written communication with a spirit of mutual support and collective endeavour. Students are encouraged to think creatively when justifying their points of view, to craft persuasive, well-evidenced judgements.





# The position

## DEPARTMENT OVERVIEW CONTINUED

Controversial topics and issues naturally arise in discussion concerning artworks from a variety of contrasting origins. Compassion and empathy are needed to appreciate and debate issues including identity, gender, race and faith. An outward-looking attitude and atmosphere of mutual acceptance and understanding is encouraged, as we discover artworks and artists from a range of eras, locations and cultures around the world. Art History contributes to digital skills as Microsoft Surfaces are used in every lesson both to teach and to learn. We encourage our students to aspire to achieve at the best of their ability, developing a resilient and curious approach to learning that will lead them to further study and enjoyment of the subject beyond the curriculum and beyond their years in the Sixth Form.

The History of Art Department follows the Edexcel A level syllabus (9HT0). A large proportion of our pupils go on to study the subject at university and pursue a wide range of careers.



We offer extensive course-related activities, such as gallery visits to London, Oxford and elsewhere and residential trips tailored to the needs of the syllabus, exam technique workshops and cross-curricular conferences to which we invite History of Art pupils from local schools. LVI students are also given the opportunity to participate in a heat for the annual ARTiculation competition, as well as national essay competitions.

The Art History Society also offers weekend gallery/museum visits, as part of the Sixth Form enrichment programme. The History of Art Department has contributed to the VI Form Lecture programme, by organising guest speakers and lecturers to visit the school. It has also contributed to the Prep Schools' outreach programme, offering a number of talks and workshops, which have been very popular. Students who demonstrate exceptional abilities or curiosity for Art History are supported individually, with extra reading and one-to-one tutorials. Some of these students may wish to apply for Oxbridge. Each student is supported individually in their application.

The History of Art Department has collaborated with other departments to provide enrichment for students throughout the school:

- creating and designing short programmes of study for the school Electives programme, in order to offer a taste of the subject to younger pupils, and to LVI not studying the subject.
- providing gallery tours/talks for Creative Arts Department visits to London.
- accompanying Creative Arts Department Scholars on various visits, providing introductory workshops and theoretical support.
- providing year group assembly talks to Upper School and Sixth Form girls.
- accompanying other Department trips abroad, providing talks to augment gallery and site visits.

## MAIN DUTIES AND RESPONSIBILITIES

- Teach with enthusiasm and expertise to allow all students to flourish.
- Mark and moderate assessments in line with examination board requirements and departmental standards, providing high quality formative and summative feedback.
- Make effective use of digital resources, visual material and learning technologies to enhance students' engagement with works of art, architecture and visual culture.
- Contribute to the development and maintenance of departmental resources, including digital platforms and shared teaching materials.
- Track student progress and skill development, intervening where necessary to ensure that all students are engaged in their learning journey and that the needs of each individual are met.
- Make use of baseline data and enhanced results information to drive improvement in department examination performance.
- Work with the Learning Support department as well as the Head of Academic Enrichment to provide a broad curriculum that meets the needs of the student body.
- Participate in super-curricular activities, including trips (i.e. History of Art conferences, galleries or overseas as appropriate), to bring the subject to life and challenge those who are working beyond the examination specifications.
- Collaboratively seek to achieve the highest standards of teaching and learning across the department.
- Encourage the close alignment between academic and pastoral sides of school life.
- Liaise with the Head of Department and House staff to advise of any pupil who may be experiencing difficulties of any kind.
- Develop positive relations with girls, parents, teaching and support staff and the wider community and to represent the school positively as required.
- Actively promote the subject within the school in order to encourage students' interest.
- Advise pupils about curriculum and Higher Education choices and guide candidates applying for these subjects at competitive universities, both within the UK and abroad.
- Contribute positively to the co-curricular and pastoral life of the school through involvement in clubs, societies, events or duties as required.
- Where appropriate, build links with external cultural institutions, speakers or organisations to enrich the subject and raise its profile within the school.
- Uphold and actively support the school's policies on safeguarding, wellbeing, inclusion and equality.



# Person specification

## ESSENTIAL

- A good honours graduate in a relevant subject.
- Significant experience of teaching History of Art A level.
- A demonstrable passion and enthusiasm for teaching History of Art at A Level.
- Possess excellent subject knowledge and up-to-date with current thinking and practices within teaching in the subject area.
- Strong classroom management and presence.
- Excellent communicator and able to represent the School well internally and externally.
- Ability to build excellent and appropriate working relationships with staff and pupils.
- Excellent administrative skills.
- Sound organisational skills, and able to prioritise workload.
- Efficient time management skills with a proven ability to meet deadlines.
- Be competent in the use of ICT and able to promote the effective use of technology.
- A commitment to safeguarding and promoting the welfare of students and staff, and adhere to the School's Child Protection Policy at all times.

## DESIRABLE

- Possess a teaching qualification.
- Previous experience in being a Tutor to a small group of pupils.
- Experience of using and understanding data to evaluate and track student progress and taking effective action on the basis of this data.
- A willingness to participate in the School community and contribute to the extracurricular programme.
- A genuine interest and enthusiasm for working in a girls boarding and day school environment.



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](http://www.downehouse.net)



Downe  
House

