



Downe House



CANDIDATE INFORMATION PACK
GRADUATE SPORTS ASSISTANT

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

If you join us, you will be working for one of the leading independent schools 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 ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to

name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are worthwhile and really do make a difference.

“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.”



The position

GRADUATE SPORTS ASSISTANT

Start Date: September 2026

Contract Type: Fixed term contract from 1st September 2026 – 31st July 2028

Salary: £18,912 per annum, plus free on-site accommodation and meals
(salary review due September 2026)

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).

Reporting To: Director of Sport

JOB PURPOSE

■ **Help to teach practical PE lessons from Years 7-13**, allowing all students to flourish to the best of their ability. As there is a huge variety of sports on offer at the school, there is a need to be adaptable and open to learning how to teach and umpire a variety of sports at school fixtures.

■ **A self-motivated approach to work** early mornings, evenings and weekends when required, and have excellent time management skills.

■ **Develop positive relations** with girls, parents, teaching and support staff and the wider community and to represent the School positively.

■ **Due to the nature of the role and the working hours required, this is a residential post**, and the Graduate Assistant will be required to live in one of our Boarding Houses, or in a self-contained flat with other Graduate Assistants during term time.

DEPARTMENT OVERVIEW

At Downe House we are committed to the belief that sport is for everyone, and we encourage a love of physical activity, instilling a competitive spirit and promoting teamwork.

With specialist staff and visiting coaches, our sports provision is considerable and includes lacrosse, netball, hockey, tennis, swimming, squash, gymnastics, dance, fitness, athletics, cross country, cricket, football, volleyball and badminton. Many of our staff are involved

in county, regional and international sport in various capacities as players, coaches and managers, balancing this alongside their full-time teaching commitments. To learn more about the wide variety of sports and activities on offer at Downe House, please visit our sports directory webpage: [Sports Directory - Downe House School](#)

We are privileged to have excellent facilities, such as extensive playing fields which accommodate five lacrosse pitches, an all-weather pitch, and twenty-one tennis courts. Our facilities also include a first-class sports hall, newly renovated gym, dance studio, indoor heated swimming pool, seven netball courts, three glass-backed squash courts and 104-acre estate with ample woodland for cross country running.

In addition to house competitions and school fixtures, Downe House pupils also regularly represent their county, region and country. To learn more about our sports competitions and results, please visit our sports webpage: [Sport - Downe House School](#)





Inspiring girls

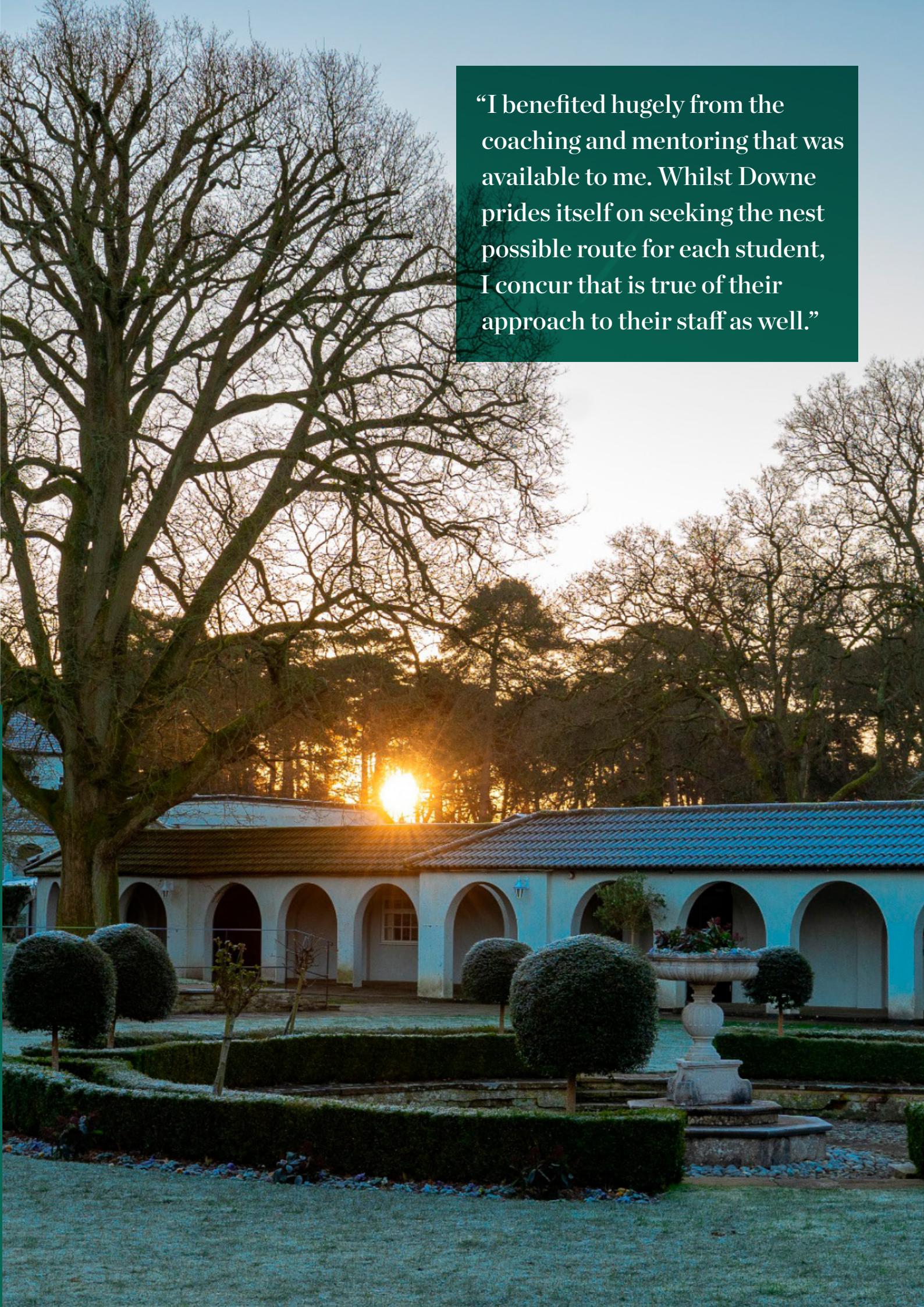
MAIN DUTIES AND RESPONSIBILITIES

- Assist PE Teachers with lessons and coaching across a number of year groups and teams, working with pupils of varying abilities, learning to challenge the more able and assisting those who require additional support.
- Prepare and deliver lessons in line with the agreed syllabus and schemes of work, under the guidance of the Director of Sport.
- Full participation in, and development of, Co-Curricular activities and assisting with the running of clubs including before and after School.
- According to your specialism, there may be the opportunity to mentor an outstanding student athlete.
- Take responsibility for teams in a number of sports.
- Support and umpire on match days and with team training.
- Be a role model for pupils and help them discover a love of physical activity.
- Assist in other areas of the PE Department including planning for sporting events, including tournaments, and open days, start of term preparations and end of term events including, award ceremonies and reports or administrative tasks, using a range of IT systems.
- Learn how to be supportive with pupils' academic and pastoral sides of School life.
- To maintain a record of work (including preparations) in sufficient detail for the Head of Department.
- Attend all relevant staff meetings and INSET days, and any major School events as required.



ETHOS

Throughout their time at Downe House, students are encouraged to be aspirational, inter-dependent and compassionate learners through taking part in a variety of activities including Art, DT, Music, Dance, Drama and Sport to build confidence and develop lifelong skills for their overall wellbeing and enjoyment. In our supportive and inclusive environment, students are encouraged to problem solve, embrace challenges and learn to work collaboratively with others. Our goal is to empower our girls to be world-ready young women who will contribute positively to the global community, embodying these values through a lifelong engagement in physical wellness.



“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

- ✓ **Degree level qualification.**
- ✓ A **passion** for Sports and fitness.
- ✓ An interest and experience in at least one of the **sports** that we deliver.
- ✓ Excellent **interpersonal skills**, able to develop appropriate relationships when working with pupils, parents and colleagues.
- ✓ Ability to be **flexible and motivated** to work within a fast-paced, dynamic department.
- ✓ A **proactive approach to work**, particularly in learning new skills or when facing challenges.
- ✓ Strong **organisational and time management** skills.
- ✓ A willingness to **participate** in the full life of the school and contribute to the extracurricular activity programme.
- ✓ Ability to work both as **part of a team**, accept direction and work on your **own initiative**.
- ✓ Strong IT and administrative skills.

- ✓ Commitment to **safeguarding** and promoting the welfare of children and young people, and always adhere to the School's Child Protection Policy statement.

DESIRABLE

- ✓ A qualification in **Sports Coaching**
- ✓ An interest in **pastoral care**

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



Inspiring girls



Downe House

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The Downe House Podcast is available
on all major podcast platforms