

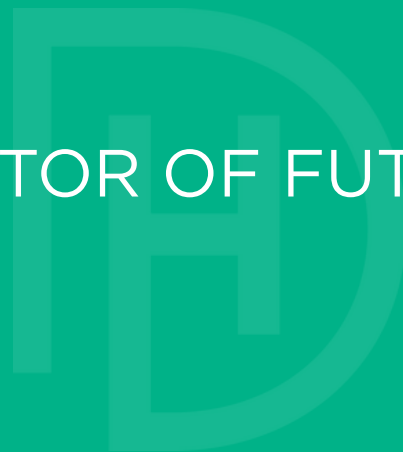


Downe House



CANDIDATE INFORMATION PACK

DIRECTOR OF FUTURES





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

DIRECTOR OF FUTURES

START DATE: Sept 2026 - Jan 2027 TBC

HOURS: 37.5 hours per week

CONTRACT TYPE: Full Time, Permanent

REPORTING TO: Assistant Head (Sixth Form)

SALARY: Competitive

JOB PURPOSE AND OVERVIEW

The Director of Futures will be the 'in-house' expert on the post 18 opportunities available for Downe House students, responsible for the Futures Department including US and Head of Oxbridge Applications.

The postholder will advise students, parents and colleagues on all matters relating to higher education admissions.

They will develop and promote a range of initiatives to support the students with their post 16 and post 18 pathways.

The Director of Futures will support all possible and relevant pathways for students from Year 7 to Year 13, including careers' guidance.

They will continually enhance the programme further in line with best practice so that the School maintains its reputation as a leader in careers' education.



Main duties and responsibilities

Strategic Leadership

- Be responsible for the programme of university and higher education guidance for Downe House students wishing to study in the UK or overseas.
- Lead, manage and support the Futures team, working closely with and reporting to the Assistant Head (Sixth Form).
- Work with Heads of Section to run the four-year programme.
- Have responsibility for the careers and education guidance programme policy and its implementation.
- Identify innovative and creative ways to inspire and engage pupils at different ages about careers and higher education.
- Report on careers' education, information, advice, and guidance to the School leadership and governors, three times per year.
- Prepare and implement a careers' education, information, advice, guidance and development plan.

Application Management

- Support the work of the Assistant Head (Sixth Form) in providing UCAS information, advice, and guidance to Y12 and Y13.
- Be responsible for the oversight and delivery of the programme of UK University, Oxbridge, US/Canadian and broader UK and overseas higher education institution applications, and direct and guide tutors where appropriate.
- Ensure that all applications are completed and dispatched on time.
- Be responsible for the development of the UCAS programme for Sixth Formers from the application stage to offers and the training of all staff involved in the UCAS process (e.g. UCAS reference writing).
- Build the awareness and understanding of Heads of Department of the university and higher education sectors more generally.
- Be available to advise girls and families on

Results' Days.

- Oversee the work of the Head of Oxbridge Applications to ensure that the programme of preparation is effective.
- Oversee the work of the Head of Overseas Applications to ensure that the programme of preparation is effective.
- Oversee Post Qualification Applications.
- Provide a programme of parent talks and webinars at appropriate stages to ensure that parents and guardians have all the relevant information to support the students on their higher education journey.
- Provide guidance for tutors and teaching staff on developments in higher education and careers so that they are up-to-date.
- Be responsible for the development and delivery of the careers' curriculum in Years 7 to 9.

Forging Relationships

- Foster and maintain effective links with local, national and international universities and employers.
- Participate in assemblies, webinars, podcasts and other school communications with pupils, parents and the wider community.
- Run events within the School including a Gap Year Fair, Higher Education Day, Transition to Higher Education Day, Schools Interview Exchange where universities, higher education institutions, and guidance companies visit Downe House to share their expertise with students, staff and parents.
- Alongside the DH Links team, maximise the use of the alumni network to support the Futures programme.
- Ensure effective communication with pupils and parents.
- Foster and maintain links with specialist advisors and providers who can support the delivery of the Futures programme.

Main duties and responsibilities (continued)

Teaching Responsibilities and Tutor Responsibilities

- Teach a reduced timetable throughout the School.
- Prepare and give lessons in line with the agreed syllabus and schemes of work.
- Maintain a record of work (including prep) in sufficient detail for the Head of Department.
- Stimulate and encourage pupils to a high standard of interest and work in the subject, ensuring that the needs of each individual are met.
- Participate in the development of appropriate syllabuses, materials, and schemes of work including the setting of internal examinations.
- Organise and oversee the preparation of coursework or its equivalent undertaken by pupils as part of GCSE or 'A' level work where appropriate.
- Help keep Department resources up-to-date and contribute to the development and use of Information Technology within the Department.
- To be a tutor as required by the Headmistress.
- Represent Downe House at external events and meetings.
- Be prepared to travel both within the UK and internationally in order to represent the School.

Other Areas of Responsibility

- To keep abreast of developments in the higher education sector through regular visits and training.
- Identify an appropriate suite of resources which are age and stage appropriate, and support the delivery of the 'World Ready Programme'.
- Manage the departmental budget and resources including any external partners and services, such as Unifrog.
- To carry out any other reasonable duties and tasks as necessary.



Person specification

- Qualified to Degree level.
- Teaching experience and ideally holds a teaching qualification (though not essential).
- A sound knowledge of the 16-19 curriculum and the career and higher education opportunities that are available and are appropriate to this age group.
- Experience in providing Futures advice leading within a careers and/or higher education support service in a school, university or sixth form college.
- Knowledge of current issues in Futures education and employment opportunities.
- Outstanding interpersonal skills and the ability to forge positive and trusted relationships with pupils, parents, colleagues and alumni as well as external contacts.
- Leadership experience, a strong personal presence, and the desire to play a visible, active and full part in the life of the school community.
- Ability to lead and manage a team, show initiative and imagination; to have vision and the ability to inspire others.
- Excellent project management skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.
- Sufficient numeracy skills to interpret statistical data and manage budgets.
- High levels of initiative, self-management, administrative and leadership skills.
- An ability to undertake efficient and effective record keeping, monitoring and evaluation.
- A willingness to be flexible, and to work outside term time and at weekends as necessary.
- An excellent understanding of the Gatsby benchmarks and commitment to see these further embedded at the School.
- A general awareness of the strategic direction of the School and an understanding of the environment in which it operates.

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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Cold Ash, Thatcham
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www.downehouse.net



Downe
House

