



Downe House



CANDIDATE PACK – HEAD OF MATHEMATICS

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

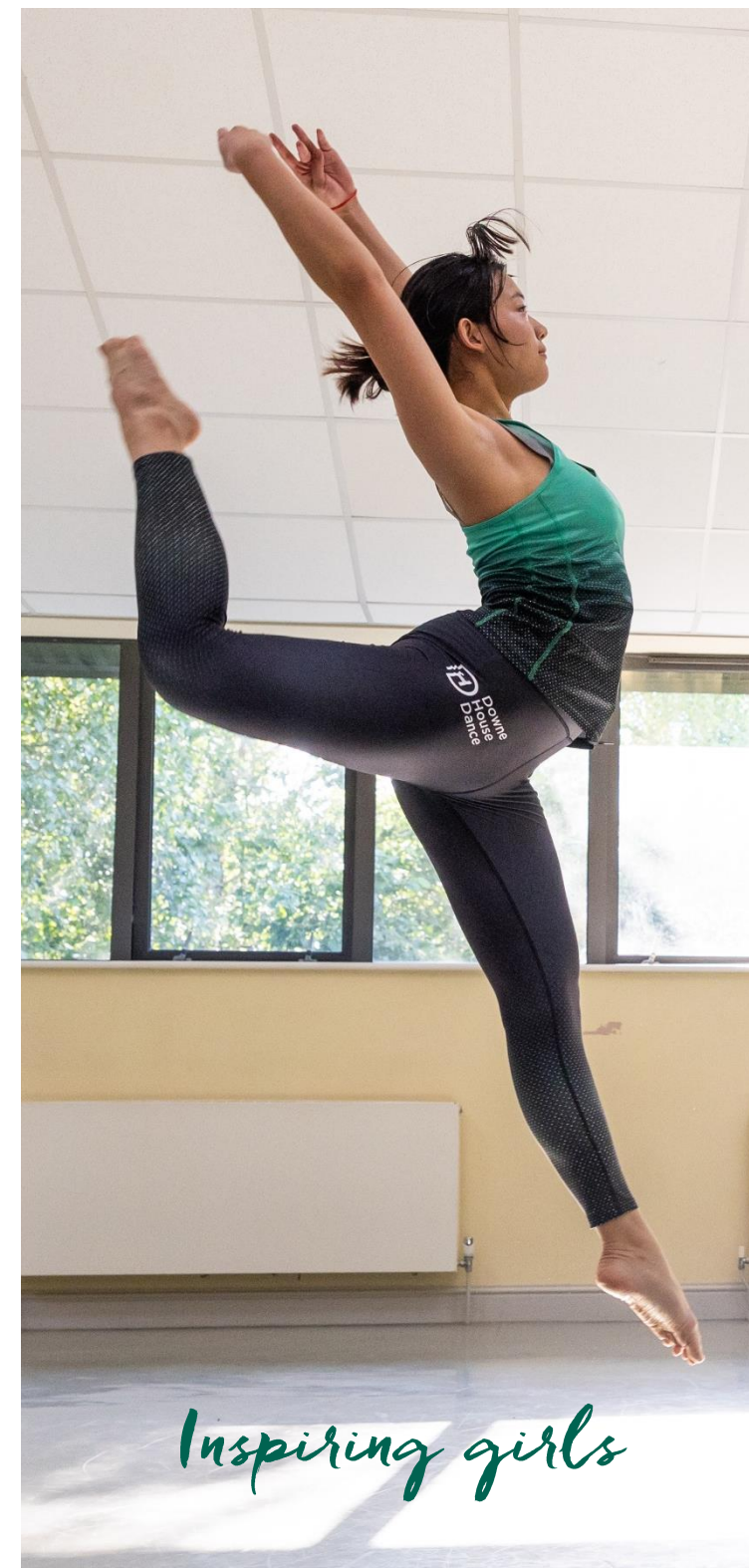
Downe House is one of the UK's leading boarding and day Schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110-acre site in the village of Cold Ash, situated 3 miles from the market town of Newbury. The School is passionate about creating a strong 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 by prizing the individual and creating a strong community. With over 550 pupils, Downe House lives out the message that "each individual matters", an ethos as strong today as it was over 100 years ago, 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 an established 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 pupils. 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 ethos is to put families at the heart of our education, from creating the right balance between family time, to working closely 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 genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange program, with our partner school in Australia. Selected pupils can also attend an international School 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.




Inspiring girls

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 rewarding and really do make a difference. We believe in supporting and valuing our staff.



“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

term time only position (34 weeks), 18 weeks of school 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 for regular VDU users



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 (21% or 16% plus 5% pay increase)



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies



WORKING ENVIRONMENT

beautiful semi-rural campus on 110-acre estate

The Position

HEAD OF MATHEMATICS

Start Date:
January 2026

Contract Type:
Permanent

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).

Salary:
Competitive, in line with experience plus Head of Department allowance

Reporting To:
Deputy Head (Academic)

JOB PURPOSE

- As the leading subject professional, to **lead and manage the Maths Department**, with expertise, passion and vision.
- **Inspire excellence in teaching and learning** within the department, and support colleagues in developing their professional practice so that pupils receive an excellent educational experience.
- 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 lead the department in supporting the girls in making best use of the mathematical ability beyond their time at Downe, including **preparation for STEP, MAT and TMUA assessments**.
- To share in the teaching of the Edexcel Mathematics curriculum at **GCSE and A-Level** Maths and Further Maths across year groups as required.
- **Track student progress and skill development**, putting in place necessary interventions to ensure that all the girls, no matter their prior learning, make the most progress on their academic journey.
- Encourage the close alignment between **academic and pastoral** sides of school life.

DEPARTMENT OVERVIEW

Our Maths Department has 9 teachers, 2 tutors and 6 dedicated classrooms. We aim to foster confidence, enjoyment and fascination in our pupils as they study Maths, whatever their level of ability, to develop their mathematical skills and number work. By differentiation, we fit the curriculum according to pupils' ability to provide a suitable learning experience for each.

In addition to stimulating and stretching lessons, there are plenty of enrichment activities allowing the girls to have fun tackling problems with pupils from visiting schools, or by entering various UK Mathematical Challenges and taking older pupils to interesting and appropriate talks or lectures. Girls are prepared for the highest-level qualifications that they can achieve and to succeed in the Higher Tier examinations of the International GCSE Edexcel specification. Our Set 1 pupils also cover the work for AQA Further Mathematics, which they can opt to sit in Upper Fifth, in addition to their International GCSE.

Sixth Form pupils are offered A Level Mathematics and A Level Further Mathematics. We build firm foundations from which to study Mathematics further. Approximately 50% of Sixth Formers opt to study Maths each year, because it is a fascinating subject and a sought-after qualification.

With opportunities to develop problem-solving skills, pupils learn to apply their mathematical skills in a wide range of situations both practical or theoretical and to think and communicate mathematically, in clear written, spoken and graphical forms. By the end of their time at Downe House pupils develop an appreciation of the interdependence of the different branches of Mathematics, and of its place and use in daily life.

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 learning through diverse means.

MAIN DUTIES AND RESPONSIBILITIES

- Lead the department with passion and expertise to allow all students and staff to flourish.
- Attend regular Heads of Department meetings and INSETs and promote the subject within the wider school community, engaging in cross curricular activities from time to time.
- Analyse and adapt department policy and practice, including schemes of work, handbooks and teaching approaches.
- Collaboratively seek to achieve the highest standards of teaching and learning across the department to enable pupils to flourish.
- Track student progress and skill development, making good use of baseline data, ensuring colleagues record assessments and complete purposeful pupil reports by set deadlines.
- Lead staff in ensuring that appropriate academic interventions are in place and communicated to the pastoral and house teams to ensure that all students are making strong progress whilst on their learning journey.
- Ensure the production of effective assessment within the department and the development of examination skills, so that students can maximise their potential in end of year examinations and for scholarship and admissions testing.
- 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.
- Promote high standards of behaviour and discipline amongst the pupils.
- Review recent developments in the subject area to ensure that the School's offering matches the needs of the students.
- Ensure appropriate super-curricular activities, including trips, are taking place to bring the subject to life and challenge those who are working beyond the examination specifications.
- Develop positive relations with girls, parents, teaching and support staff and the wider community and to represent the school positively as required.
- Advise pupils about curriculum and Higher Education choices and to guide candidates applying for these subjects at competitive universities, both within the UK and abroad.
- Build, coordinate and lead a team of high-performing teachers and colleagues and create a culture that encourages ideas and contributions from others.
- Ensure fair delegation of teaching and other responsibilities throughout the department, encouraging and enhancing professional development both informally and through CPD opportunities and the Staff Performance Review processes.
- Participate in the recruitment of subject staff and oversee the induction of new staff.
- Apply excellent administrative skills to track departmental expenditure and the effective use of resources.



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.

ESSENTIAL

PERSON SPECIFICATION – ESSENTIAL CRITERIA

- A good **honours graduate** in a relevant subject.
- Able to shape and communicate effectively a **clear vision for the department** with passion and enthusiasm.
- Possess excellent subject knowledge and **up-to-date with current thinking and practices** within teaching in the subject area.
- Experience of **using and understanding data** to evaluate and track student progress and taking effective action on the basis of this data.
- Strong **classroom management** skills and presence having the ability to inspire, enthuse and motivate both students and colleagues.
- Significant experience of teaching Maths at **KS4, GCSE and A level** standard (or equivalent) and examination requirements.
- Ability to create a **stimulating learning environment**.
- An ability to accept and take on board **constructive feedback** and act on it.
- Encourages use of **innovative teaching methods** including competent use of ICT.
- A capacity to understand the strengths and weaknesses of individual pupils along with the ability to use **differentiation in teaching**.
- Ability to communicate good **examination technique** so as to provide the best advice to colleagues.

- Efficient, with good **organisational**, time management, IT and administrative skills.
- Enthusiasm to **collaborate with colleagues** and participate in the boarding life of the School and the extra-curricular programmes.
- A commitment to **safeguarding and promoting the welfare of children** and young people.
- Develop positive **professional relationships** with adolescents and enjoy their company.
- Excellent communicator and able to **represent the School well** internally and externally
- Excellent **interpersonal skills**, able to develop appropriate relationships when working with pupils, parents and colleagues.

DESIRABLE CRITERIA

- Previous **experience as a Head of Department**, and successfully line managing staff, providing motivation, coaching and feedback as required.
- Hold a teaching qualification.
- Resilience and able to cope well under pressure.
- Experience of being an effective Tutor.
- Experience of managing a budget and department resources.
- Knowledge to link subject content with career opportunities.
- A flexible approach to working hours.

How to Apply

Application:

Download an application form from our website [Downe House Vacancies](#). It is important that all sections of the application form are completed accounting for any gaps in employment and providing full details of your education.

Return the completed Application Form, together with a covering letter and / CV if you wish, to recruitment@downehouse.net.

If you require any further information, please contact the HR Department on 01635 204712.



Inspiring girls



Downe House

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www.downehouse.net

