

A career at Gateways School

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

GATEWAYS
SCHOOL

About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.



Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **G**rowth, **W**ellbeing & **S**uccess.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same.
- Build our resilience and self-awareness in a kind and inclusive environment.
- Achieve our full potential in preparation for the next challenge.

Growth ◆ Wellbeing ◆ Success

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Sixth Form Matron

Introduction

We are looking to recruit a part time Sixth Form Matron to facilitate the efficient day to day running of the Sixth Form Day House, 'The Old Vicarage'.

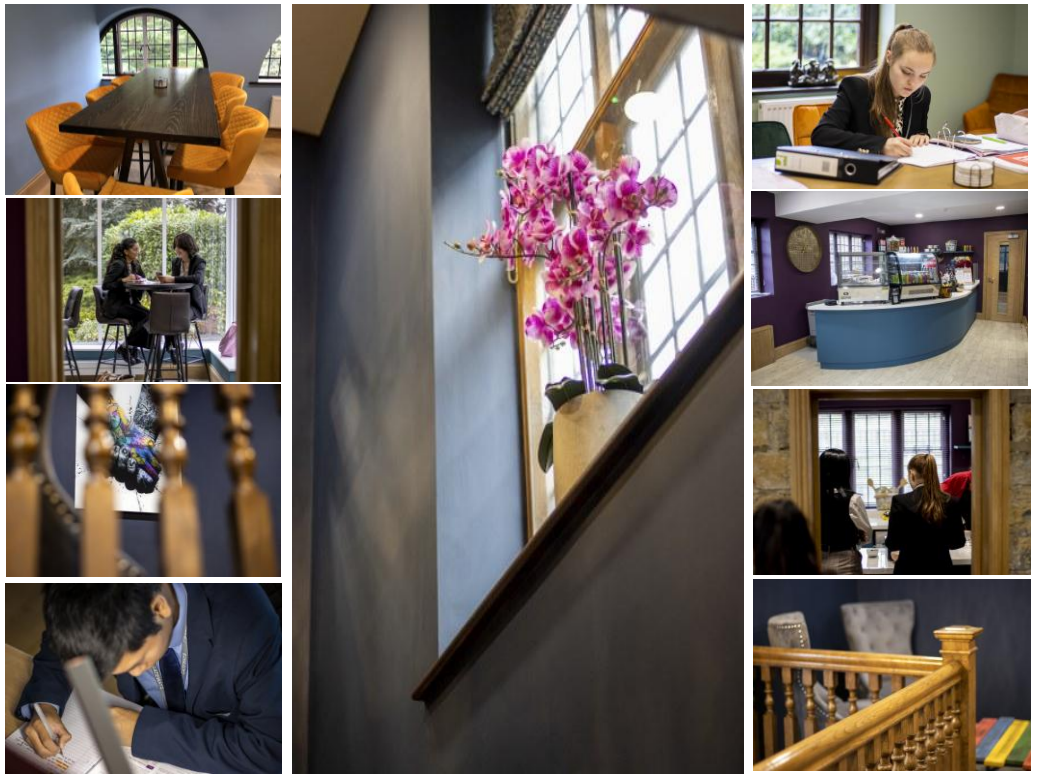
Applicants should possess a genuine interest in young people, in their welfare, pastoral care, and their education. Pupils in the House will range in age from 16 to 18 years old and so an ability to work well with teenagers is essential.

The successful candidate will have a confident, approachable manner and will be an effective communicator, possessing excellent interpersonal and listening skills. They will be IT literate with general administrative experience and the ability to work autonomously alongside a willingness to play a part in the House activities.

They will work in liaison with the Head of Sixth Form and the current Sixth Form Matron to create a pleasant atmosphere within the House, ensuring that the highest standards are maintained, through general supervision, housekeeping, awareness of health and safety and other legislative requirements and acting as a link between students, parents, colleagues and members of the whole School community.

Key Conditions

- **Start Date:** January or February 2027
- **Working Hours:** 08:00 – 17:00 2 days a week during term time, and all staff training and development days. ***Please confirm in your cover letter/email which days of the week you are available.***
- **Salary:** £8,973 per annum
- **Probationary Period:** Six months
- **Contract Type:** Permanent position



Staff benefits* include

**subject to eligibility*

- Free lunch during term time
- Fee remission for eligible children
- Enhanced 5% employer pension contribution, including 4 x death in service benefit
- CPD packages
- Cycle to work and electric car scheme
- Access to a staff wellbeing room and an employee assistance programme

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Job Description

Reporting to: Head of Sixth Form & Senior School Deputy Head

Purpose of the Role

Work closely with the Head of Sixth Form and Sixth Form Tutors, provide a welcoming and supportive environment for Sixth Form students, and ensure the smooth running of the House.

Key Responsibilities *include but are not limited to*

- Be responsible for the supervision and general welfare of the Sixth Form students.
- Ensure the House is a welcoming, comfortable and safe environment for students at all times.
- Build relationships with the Sixth Form students in order to understand and respond to their individual pastoral and academic needs.
- Be the first point of contact in the House for students and parents.
- Support the Head of Sixth Form as required.
- Ensure students follow House routines, such as registration and signing in/out procedures.
- Ensuring the presence of students is checked at the times required, completing registers as necessary and following up absences with parents and the Attendance Administrator, escalating any concerns to the Head of Sixth Form.
- Assist with the planning of House activities, events and birthday celebrations, participating as required.
- Ensure high standards of dress from the Sixth Form students.
- Contribute to the induction of new Sixth Form students.
- Housekeeping, including managing the House bathroom laundry.
- Carry out administrative tasks, such as
  - Promptly answer phones & emails
  - Keep accurate, up to date records
  - Order sundry items
  - Maintain reasonable stock levels of stationery and supplies
  - Be responsible for the allocation of locker keys and lost property
  - Report any repairs, damages, breakages, grounds or cleaning issues to the relevant member of staff
  - Assist the Head in the smooth running and delivery of the Kickstarter package
- Ensure the House is in good working order prior to the start of each term.
- Work with our dedicated caterers, Holroyd Howe, assisting with service when required.
- Be the dedicated First Aider in the House, liaising with the School Nurse/First Aider as required.
- Act on the direction of the Head of Sixth Form, SMT & SLT as required to support students academically and pastorally.
- Carry out any other reasonable duties as requested by the Head of Sixth Form and/or the Deputy Head.

General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.

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Person Specification

Qualifications

- **(E)** A* - C English and Maths GCSE (or equivalent/above).
- **(D)** First Aid Qualification (training will be provided).
- **(D)** Food Hygiene Qualification (training will be provided).

Experience

- **(D)** Experience in a school setting.
- **(D)** Experience in a pastoral/wellbeing role.
- **(D)** Experience in an independent school setting.
- **(D)** Experience of pastoral care.
- **(D)** Experience using rewards and sanctions.
- **(D)** Experience in a fast-paced environment.

Skills

- **(E)** Excellent listening, communication and organisation skills.
- **(E)** Competent user of IT.
- **(E)** The ability to communicate effectively with pupils, parents and colleagues.
- **(E)** Ability to maintain accurate records.
- **(E)** The ability to manage time and prioritise tasks so that all duties are fulfilled effectively.

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.

Personal Qualities

- **(E)** Have a passion for pastoral care.
- **(E)** Friendly, warm personality with excellent interpersonal skills.
- **(E)** Be reliable and punctual.
- **(E)** Ability to work alone or as a member of a team as appropriate.
- **(E)** The flexibility to respond to the challenge of change.
- **(E)** High levels of honesty and integrity.
- **(E)** An awareness of the importance of confidentiality, sensitivity and tact particularly when dealing with personal issues.
- **(E)** Flexibility and willingness to be adaptable, accessible and approachable.
- **(E)** Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.

Safeguarding

- **(E)** Commitment to safeguarding and promoting the welfare of young people.
- **(E)** Understanding of the importance of safeguarding and child protection.
- **(E)** Ability to maintain appropriate relationships and personal boundaries with children and young people.

Key

- **(E)** – Essential
- **(D)** – Desirable

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Further information





How to Apply

Click here to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to jobs@gatewaysschool.co.uk

Application Deadline: Monday 30th November 2026 at 8am
Please note applications will be reviewed as received. Should suitable applicants present prior to the deadline the advert may be closed early.

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

Policies

Click here to visit our website and view our policies, including our Safeguarding policy

Click here to visit our jobs page and view our Safer Recruitment policy

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).

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