

Gateways School  
Harewood  
Leeds  
West Yorkshire  
LS17 9LE

# A career at Gateways School



**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 **Growth, Wellbeing & Success**.

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**



# Learning Support Assistant

## Introduction

We are looking to recruit an enthusiastic and energetic Learning Support Assistant to join our team.

We are seeking both experienced and inexperienced candidates who have an interest in special educational needs and supporting pupils to thrive.

The Learning Support Assistant will be utilised across the Early Years setting and Prep School to meet growing demand and the needs of all our pupils.

As a Learning Support Assistant you will be expected to guide individuals or small groups of pupils with Special Educational Needs (SEN), work both within and outside of the classroom, under the direction of the SENCo's and Teachers as well as independently.

The objectives of a Learning Support Assistant will differ according to the individual requirements of each pupil. The overall function is to support SEN pupils with varied needs through the academic, personal and behavioural elements of school life.

## Key Conditions

- ❖ Starting 1<sup>st</sup> September 2025
- ❖ 08:15 – 15:45 Monday – Friday during term time, and all staff training and development days.  
***Candidates looking for part time hours may be considered – please advise in your cover letter your desired working pattern.***
- ❖ Annual salary from £17,857 depending on experience (FTE from £23,809)
- ❖ Permanent



## Staff benefits\* include

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

\*subject to eligibility

# Job Description

Reporting to: Prep School SENCo

## Key responsibilities

- Supporting SEN & EAL pupils on a 1:1 basis or in the classroom.
- Working under the direction of a class teacher to provide small group support in class.
- Supporting teaching staff to engage pupils with SEN.
- Preparing and delivering bespoke intervention-based activities on a 1:1 and small group basis.
- Liaising with teaching staff and SENCo on delivery of SEN provision.
- Providing targeted support outside of the classroom.
- Work on differentiated activities with groups of students.
- Deliver targets intervention directed by the SENCo.
- Undertaking professional development and relevant training sessions which improve the efficiency of SEN provision at Gateways School.
- Promoting Gateways behaviour systems, developing social/emotional skills (depending on the individual need) and positive self-esteem.
- Working alongside teaching staff to assess, monitor and review progress of pupils.
- Maintain and enhance the Learning Support classrooms in line with pupils' needs and under the direction of the SENCo.
- Supporting teaching staff and pupils in making academic progress.
- Creating and enhancing displays to aid learning.
- Supporting teaching staff in the delivery of the curriculum.
- Provide Prep Learning Support as and when required.
- Supporting the pastoral care of pupils in the classroom.
- Undertake duties as required according to duty rota's.
- Carry out any other duties as required by the SENCo.

## 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) Learning Support or Teaching Assistant qualification (or equivalent/above).
- (D) TEFL qualification, or willingness to undertake training for working with EAL children.

## Experience

- (D) Working in Learning Support or a similar role.
- (D) Working with children.
- (D) Working with/delivering interventions specific to dyslexia.
- (D) Working with children with complex needs including autism, ADHD or speech delay.

## Specialist Knowledge

- (E) A passion for special educational needs and knowledge of methods to support children in their academic and personal achievements.
- (D) Knowledge of child development.
- (D) A belief in inclusion for all and an understanding of multi-sensory teaching methods.

## Skills

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

## Personal Qualities

- (E) Be patient, kind, approachable, adaptable and creative.
- (E) Be reliable and punctual.
- (E) Ability to enthuse and motivate pupils.
- (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) 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

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

# 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](mailto:jobs@gatewaysschool.co.uk)

**Application Deadline:** Monday 9<sup>th</sup> June at 9am

## Enquiries

Please contact Rhiannon Morris, PA to the Head

**E-mail:** [jobs@gatewaysschool.co.uk](mailto:jobs@gatewaysschool.co.uk)

**Tel:** 0113 824 2770

## Policies

[Click here](#) to visit our website and view our policies, including our Safer Recruitment and Safeguarding policies.

*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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