A career at Gateways School

Gateways School
Harewood
Leeds
West Yorkshire
LS17 9LE

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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.

Staff Benefits*

- Free lunch during term time
- Access to a DC Pension Scheme, including 4 x death in service benefit and income protection
- Access to a staff wellbeing room
- Access to an employee assistance programme (EAP)
- Access to CPD, including The Teachers CPD Academy and TES Develop
- Cycle to work and electric car schemes
- Fee remission for eligible children

*subject to eligibility

Growth ◆ Wellbeing ◆ Success

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Prep School Class Teacher

Introduction

We are looking to appoint an exceptional and enthusiastic Prep School Class Teacher to join our passionate and dedicated team in November 2026 for the 2026/2027 academic year.

Applications are welcomed from candidates seeking approx. 0.6 FTE up to full-time hours. Please note the successful candidate must be available to work all 5 mornings.

The successful candidate will be:

- enthusiastic and hard working with a passion for teaching.
- a well-qualified and creative teacher with excellent knowledge of the primary curriculum, including all recent initiatives.
- able to adapt to the needs of the children to support individual learning needs.
- willing to contribute to the extra-curricular programme of the school
- a committed and dynamic individual who will respond to the busy and caring atmosphere of our school.

In return, we offer:

- motivated and curious pupils who are keen to learn
- small class sizes and an emphasis on strong pastoral care
- a friendly, supportive and experienced staff team who work collaboratively
- a school community that values creativity, initiative and a child-centred approach

This is an exciting opportunity for an inspiring teacher to make a meaningful contribution to a thriving Prep School where children, families and staff are at the heart of everything we do.

Key Conditions

- **Start Date**: 2nd November 2026.
- **Hours:** Approx. 0.6 FTE - Full Time.
- **Contract Type:** Temporary.
- **Salary:** Annual FTE salary of £32,701 – £47,523 depending on experience.

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Job Description

Key responsibilities

- All teachers are expected to meet the national teachers' standards.
- Devise and follow appropriate schemes of learning; planning on short, medium and long-term basis.
- Liaise with High School staff to ensure continuity and progression.
- Implement school policy on the daily registration of pupils.
- Maintain a current awareness of educational trends and initiatives affecting the age groups taught.
- Develop personal ICT capability and use within teaching across the curriculum and for professional purposes.
- Distribute written information to parents and deal with returns as necessary.
- Supervise and maintain pastoral well-being and academic progress of pupils in the class in accordance with school policies.
- Set and mark work according to agreed school policy.
- Assess pupil performance regularly and maintain accurate and up to date records of this performance.
- Provide differentiated learning experiences, set realistic targets and include the opportunity for independent learning.
- Be aware of the needs of each pupil with learning difficulties and/or disabilities as outlined in the learning support records.
- Be aware of the needs of each pupil with special educational needs as outlined in their statement.
- Keep learning support records up to date.
- Maintain confidential parental contact records.
- Organise appropriate educational visits and promote cross–curricular links.
- Undertake such duties as are required according to rota and daily cover requirements.
- Supervise children in the dining room and during playtime as requested.
- Deliver and promote PSHE programme in accordance with agreed schemes and the ethos of the school.
- Implement school assessment and reporting policy and procedures.
- Attend parents' evenings as appropriate.
- Communicate to parents through reading records and school planners.
- Take assemblies in accordance with rotas.
- Create displays to enhance learning in classrooms and communal areas.
- Identify opportunities to address spiritual, moral, social and cultural dimensions and thinking skills in schemes of learning.

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Job Description *Continued*

General responsibilities, including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures, including the Staff Code of Conduct.
- 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 School.

Job descriptions are reviewed as part of the appraisal process.

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Person Specification

Qualifications

- **(E)** Degree in Primary Education, PGCE or equivalent teaching qualification.

Experience

- **(E)** Successful teaching experience or teaching practice at primary level.
- **(D)** Successful teaching experience across multiple age and ability ranges in a primary school.

Specialist Knowledge

- **(E)** Up to date subject knowledge at the appropriate level.

Skills

- **(E)** Competence in the use of IT as a tool to enhance teaching and learning.
- **(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.

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

Personal Qualities

- **(E)** Ability to enthuse and motivate pupils.
- **(E)** Ability to work alone or as a member of a team as appropriate.
- **(E)** Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.
- **(E)** Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- **(D)** The flexibility to respond to the challenge of change as appropriate.

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: Tuesday 1st September 2026 at 8am.

Enquiries

Please contact Rhiannon Morris, PA to the Head

E-mail: jobs@gatewaysschool.co.uk

Tel: 0113 824 2770

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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