# 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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# Wraparound Care Assistant

## Introduction

We are seeking a caring, enthusiastic and reliable Wraparound Care Assistant to join our team. There may also be an opportunity for a Leader position for the right candidate.

The successful candidate will support the delivery of our after-school provision, creating a safe, engaging and nurturing environment where children can play, learn and thrive. They will help provide a positive experience for all children, ensuring their wellbeing, safety and enjoyment at the end of the school day. They will also be flexible and willing to provide support and cover within our before-school provision when required.

The role requires someone who;

- Brings enthusiasm, creativity and initiative to planning and delivering activities that children enjoy
- Provides high-quality care within a nurturing, inclusive and stimulating environment
- Demonstrates excellent communication and teamwork skills
- Is organised, motivated, reliable and able to use their own initiative

This is a rewarding opportunity to make a real difference to children's experiences beyond the school day and to become part of a friendly and supportive school community.

If you are passionate about working with children and are eager to make a meaningful contribution to our school community, we would love to hear from you!

## Key Conditions

- **Start Date:** 2nd November 2026.
- **Working Hours:** 14:30 – 18:00 Monday – Friday during term time and all staff training and development days. ***Candidates looking for 3-5 days will also be considered. Please state in your application/cover letter your desired working days.***
- **Salary:** Annual salary of £8,724 - £9,150 depending on experience & qualifications, per academic year.

## Staff benefits* include

**subject to eligibility*

- 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 EYFS

## Key responsibilities

- Build positive, caring and professional relationships with all children attending Sundowners, ensuring every child feels welcomed, valued, included and supported.
- Provide a safe, secure, nurturing and stimulating environment that promotes children's wellbeing, confidence, independence and enjoyment at all times.
- Plan, prepare and lead a range of age-appropriate activities, such as creative, physical, educational and recreational opportunities that encourage participation, social interaction and personal development.
- Support children's individual needs and promote an inclusive environment where all children can participate fully and feel successful.
- Supervise children throughout each session, maintaining appropriate levels of care and vigilance.
- Encourage positive behaviour, good manners and respectful interactions.
- Communicate with parents, sharing relevant information regarding children's wellbeing, participation and any concerns that may arise during sessions.
- Provide teatime supervision and serve refreshments.
- Set up the Sundowners provision before each session, ensuring activities, resources and equipment are prepared, safe and ready for use.
- Maintain a clean, organised and welcoming environment throughout the session, ensuring resources are used appropriately and safely.
- Tidy, clean and store equipment at the end of each session, leaving all areas in good order and ready for the next school day.
- Carry out any other duties required by the Head of EYFS & Head of Prep.

## 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 and staff briefings.
- 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)** Level 3 EYFS Qualification (or above).
- **(D)** First Aid Qualification (training will be provided).
- **(D)** Food Hygiene Qualification (training will be provided).

## Experience

- **(E)** Experience in a similar role or working with children.

## Specialist Knowledge

- **(D)** Knowledge of child development.

## Skills

- **(E)** Excellent listening, communication and organisation skills.
- **(E)** Excellent problem-solving skills.
- **(E)** Be warm and responsive to children's needs.
- **(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 children.
- **(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.**

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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:** Wednesday 7th October 2026 at 8am

## 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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