



GATEWAY SCHOOL
— GREAT MISSENDEN —

RECRUITMENT PACK

SENCO AND CLASS TEACHER

Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

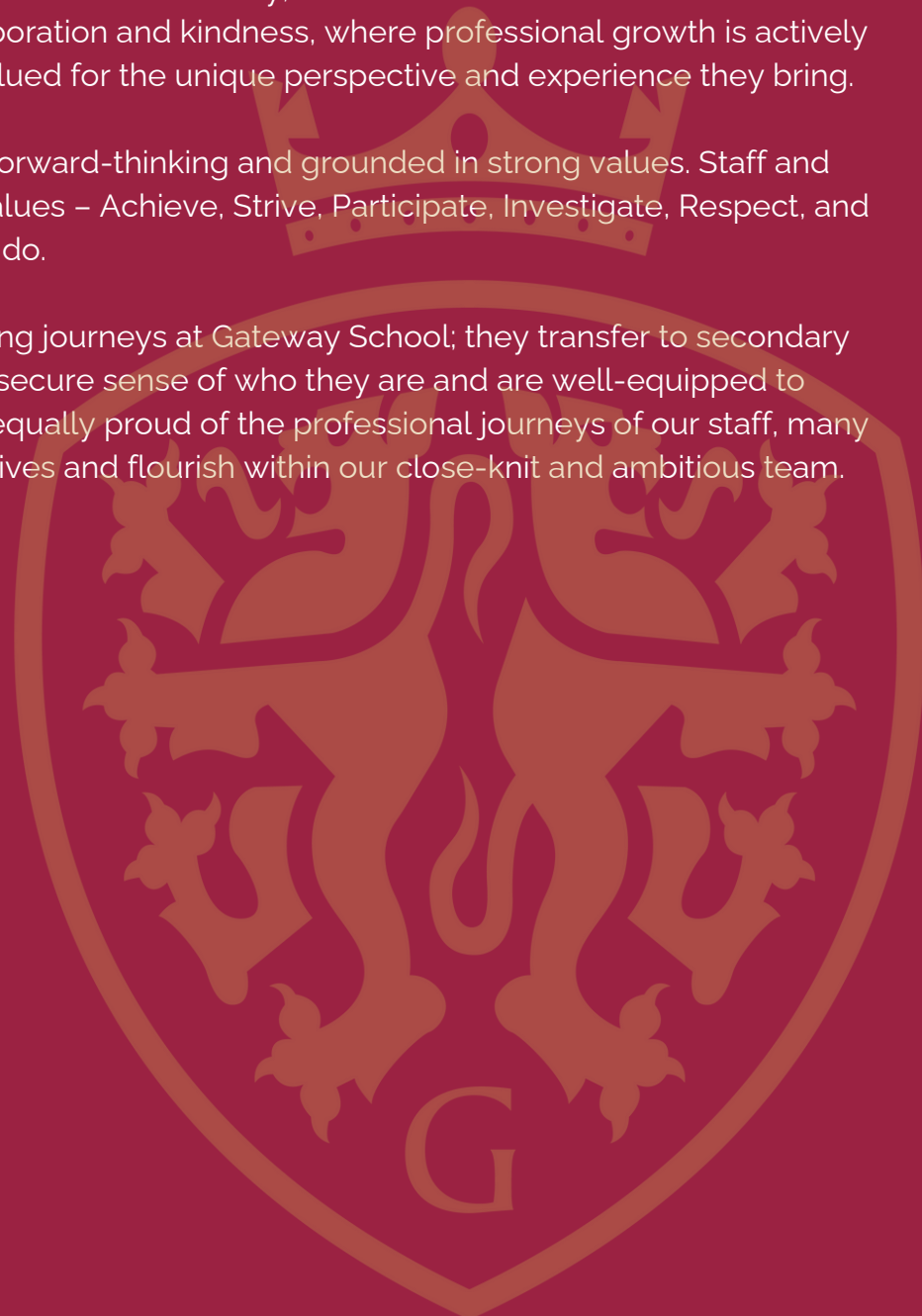
Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.



About Gateway School

Gateway School is a thriving, vibrant and nurturing independent day school for boys and girls aged 2 to 11, located in the heart of the Chiltern Hills in the village of Great Missenden, Buckinghamshire.

- Ages: 2–11
- Pupils on roll: Approx. 260
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





The Role

You will:

- Lead the strategic and day-to-day operation of SEND provision across the school
- Identify pupils with additional needs and implement, review and monitor individual support plans
- Coordinate interventions, assessments, and referrals with staff, parents, and external agencies
- Provide CPD and guidance to build SEND capacity within the teaching team
- Maintain compliance with the SEND Code of Practice and relevant legislation
- Teach your own class, modelling excellent practice and building meaningful relationships
- Play a key part in the pastoral and safeguarding framework of the school

Strategic Leadership & SEND Provision:

- Determine the strategic development of SEND and coordinate specific provision to support individual pupils with SEN or disability.
- Develop and oversee the implementation of the school's SEND strategy and policy.
- Lead the SEND provision for the school.
- Manage LSAs and support SEND interventions across the school and nursery, working closely with the Deputy Head Teacher
- Lead on the EHCP process, ensuring statutory requirements are met, including leading annual reviews.
- Maintain the school's SEND register.
- Analyse school, local, and national data to develop appropriate strategies and interventions.
- Keep up to date with national and local policies related to SEND and cascade information to colleagues.
- Work with the appropriate bodies in relation to access arrangements for any external/formal tests or examinations.
- Liaise with feeder schools regarding transition and transfer of information.
- Plan and organise the department's timetable.
- Work with the Head and SLT on school educational, admissions and marketing strategies and initiatives.

Assessment & Support:

- Carry out assessments of pupils with SEND to identify needs and monitor progress, including observations and meetings with teachers and parents.
- Work with classroom teachers, the school leadership team, parents, and external agencies to develop, implement, and monitor individual support/learning plans.
- Provide regular updates on pupil progress through written reports and meetings with parents.
- Make referrals and liaise with peripatetic teachers and professionals outside of the school.
- Provide advice, guidance, and training to classroom teachers on supporting pupils with SEND.
- Support teachers to develop schemes of work and learning programmes for pupils with SEND.
- Meet with prospective and current parents to provide advice and support regarding SEND.
- Have a strong understanding of safeguarding, particularly in relation to vulnerable pupils with SEN or disability.





Teaching & Learning:

- Teach a substantially reduced timetable to be able to support small groups, intervention in lessons, and 1:1 support.
- Undertake day to day and ongoing class teacher responsibilities and manage this alongside SENCo responsibilities.
- Follow the school's assessment and reporting processes and attend parents' meetings as required.

Staff Management & Development:

- Manage SEND teachers, teaching assistants, and support staff to improve pupil progress and attainment.
- Seek to develop your own professional practice and development in conjunction with the Head, Head of Academic Learning and Head of Pastoral Care.

Co-Curricular & Pastoral:

- Contribute to the co-curricular life of the school as agreed with your line manager and/or the Head.
- Play a part in whole-school events, initiatives, and activities.
- Be committed to the safeguarding of all young people.
- Set an outstanding example in typifying the school's ethos.
- Attend school events in line with contractual expectations.

PERSON SPECIFICATION

Qualifications

Essential Criteria	Desirable Criteria
Good honours degree	Further study/qualifications in learning and teaching and/or special educational needs
PGCE and/or QTS	An understanding of the independent school sector.
Hold the NPQ SENCo or be willing to work alongside role to obtain	Hold the National Award for SEN Coordination

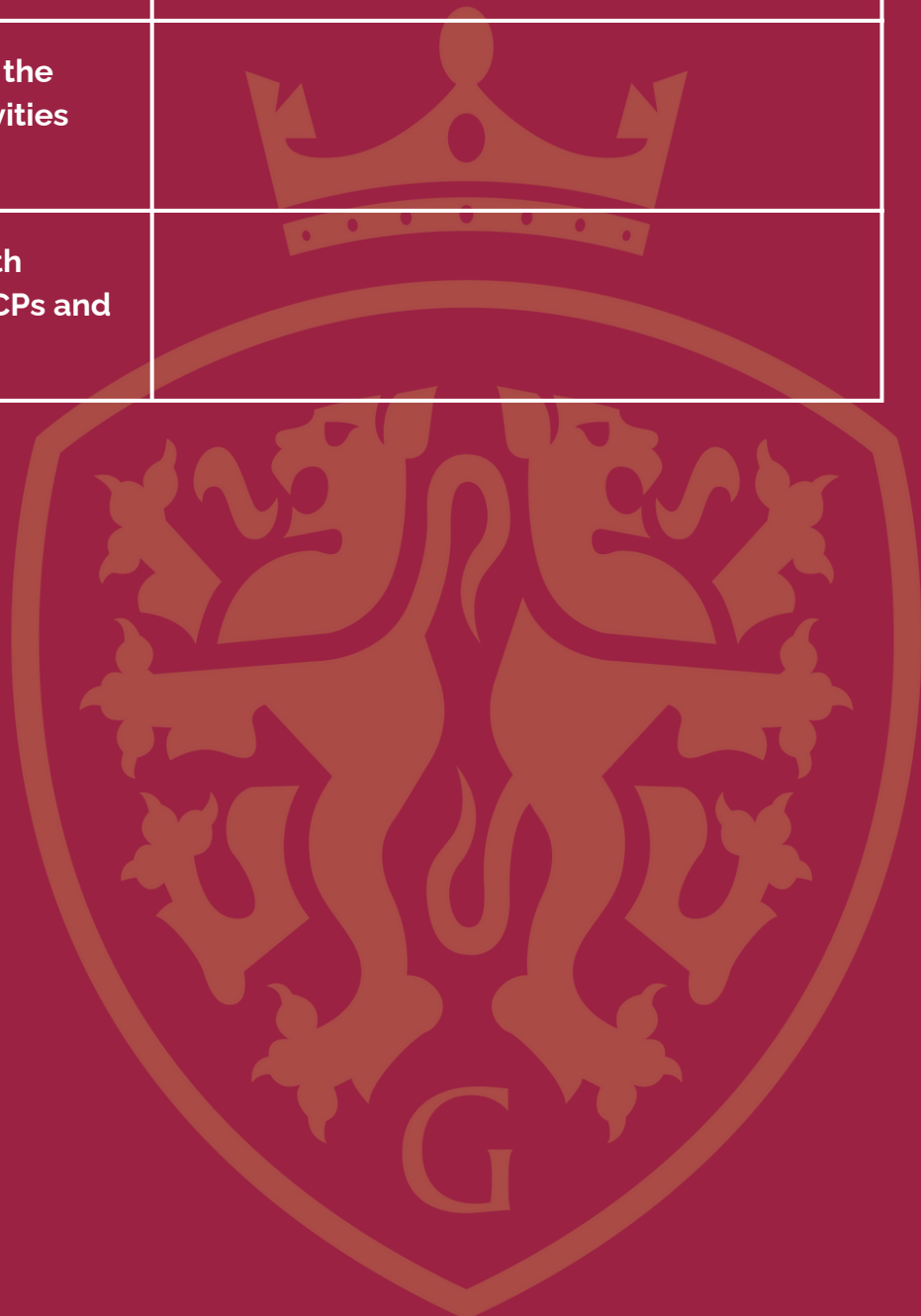
Skills

Essential Criteria	Desirable Criteria
Excellent oral and written communication skills	An interest and understanding of special educational needs.
IT literacy	
Ability to produce innovative and engaging lessons	

PERSON SPECIFICATION

Experience

Essential Criteria	Desirable Criteria
Proven ability teaching Early Years, KS1 & KS2 pupils	Experience of working in the independent sector
Previously worked with pupils with SEND	
An enthusiastic commitment to the importance of co-curricular activities	
Experience and familiarity with documentation for applying for EHCPs and annual reviews.	



PERSON SPECIFICATION

Other Qualities

Essential Criteria	Desirable Criteria
Highly professional	
Ability to lead and bring others with you	
Good team player	
Resilient	
Effective communicator with all stakeholders and multi-agencies	
Responsive and adaptable and able to follow through on all tasks	
Proactive	
Organised	
Emotionally intelligent	
Willingness to commit to the ethos and hours associated.	



WHY WORK AT GATEWAY SCHOOL?

- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Strong focus on staff wellbeing and CPD
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Staff lunches
- Competitive pension scheme
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education

APPLICATION AND NEXT STEPS

Please visit our website www.gatewayschool-bucks.co.uk for more information about the school. Please complete the application form and return by email to: recruitment@gatewaysch.co.uk

Closing date for applications: **midday 11 April**. First round of interviews will be held on **Thursday 17 April**, followed by second round interviews **w/c 21 April**.

Suitable candidates may be interviewed before the closing date and Gateway School reserves the right to withdraw the position if an early appointment is made.

Interested candidates are encouraged to come and look around the school before it closes for the Easter break on 2 April 2025.

Interview Process

- Shortlisted candidates will be invited to a first round interview with the Headteacher and Education Director. Candidates who are successful and go through to the second round will be invited to Gateway School for an engaging and informative selection day. The process will typically include:
- A guided tour of the school
- An informal conversation with the Head or Senior Leaders
- A formal interview, presentation and task
- The opportunity to meet members of staff and ask questions
- Details of the lesson task or observed activity will be shared ahead of time.





SAFEGUARDING STATEMENT

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.



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