GATEWAY SCHOOL

GREAT MISSENDEN

RECRUITMENT PACK

LEARNING SUPPORT ASSISTANT

JANUARY 2027 (FULL TIME)

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

Are you passionate about supporting children to be their very best? Do you want to join a nurturing and inclusive school and work with equally committed educators? Then our role as either a Learning support Assistant could be the job for you.

We are a welcoming and thriving independent co-educational prep school set in the heart of the Chilterns with 260+ children and we are looking for an outstanding Learning Support Assistant to work with us full time.

To work under the direct instruction of teaching/senior staff, to ensure access to learning for pupils and to provide general support to the teacher in the management of pupils and the classroom.

Requirements for the Role of LSA

- Relevant experience and qualifications, or a desire to undertake training
- Enjoyment of working with children
- The ability to work well in a team
- Effective communication skills with a range of people, including pupils, other staff, parents and the wider public
- A relevant First Aid qualification or a desire to undertake training
- Willingness to undertake wrap around care duties at the school
- Good organisational skills
- Flexibility and a positive can do attitude
- Energy and a sense of humour

Desirable characteristics

- An interest or expertise in a particular curriculum area
- The ability to run a club for pupils in an area of interest to you

Title to Learning Support Assistant

Reports to SENCO and Headteacher

Main Responsibilities

- Learning Support Assistants at Gateway School are employed to support pupils. LSAs will carry out the following tasks:
- Supporting children in lessons, individually or in groups under the direction of the class or subject teacher
- Monitoring children's educational, social and pastoral needs
- Providing one-to-one follow up work directed from a class teacher/SENCO or outside agency for example an occupational or speech therapist
- Providing daily feedback to the teacher as to whether objectives are being met in lessons where they are supporting, so as to enable a clear picture of pupils' achievements or learning needs.

LSAs may be used in the classroom to carry out any or all of the tasks below:

- Help pupils to recognise errors, check and self-correct their work
- Help children to catch up on work which they may have missed
- Scribe where children have difficulty writing
- Monitor use of personal planners/ reading record books
- Encourage pupil attention and when necessary, address behaviour issues which may distract others, enabling the teacher to focus on the whole class teaching
- Encourage the use of dictionaries and personal spelling books
- Break down and/or repeat instructions for those with short term working memories, or provide alternative explanations (auditory or visual)
- Boost confidence and morale by positive encouragement and praise
- Listen to children read
- Help children to practise their spellings
- Cover lessons as and where necessary subject to previous experience

Other activities

- Support on school trips
- Cover - LSAs may be taken from scheduled lessons to cover elsewhere in the school, including EYFS. Obviously, unscheduled illness will mean that late decisions have to be made regarding cover.
- Support school performances/rehearsals
- LSAs attend a weekly meeting with the SENCO to feed back on the children who they support
- LSAs are allocated either outside break /lunch/ duties or inside lunch duties according to hours worked, availability of staff and constraints of the timetable
- LSAs will carry out before or after school duties
- LSAs may be required to carry out additional duties commensurate with the role and at the discretion of the Head Teacher or SENCO

WHY WORK AT GATEWAY SCHOOL?

- Competitive salary
- 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, snacks and tea and coffee provided
- Competitive pension scheme
- 28 days holiday including Bank Holidays, including time off between Christmas and New Year
- 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

An application form is available to download from the 'About Gateway' menu on our website at www.gatewayschool-bucks.co.uk or from Mrs Helen Brown email: pa@gatewaysch.co.uk or telephone 01494 862407.

Application forms to be received by midday Friday 13 November. Interviews will be held shortly afterwards.

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

Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA
Tel: 01494 862407 Headteacher: Jonathan Coke, BA Hons PGCE

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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