



GATEWAY SCHOOL
— GREAT MISSENDEN —

RECRUITMENT PACK

KS2 TEACHER (2 DAYS)/

PE TEACHER (2 DAYS)

(MATERNITY COVER/S - JUNE 2026 START)

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. 265+
- 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 Roles

Would you like to work with some of the most curious and warm-hearted children? Do you want to share your imagination, enthusiasm and zest for life with young minds? Then we would love to hear from you.

We are a nurturing and thriving independent co-educational prep school set in the heart of the Chilterns with 265+ children. We have two exciting maternity cover roles available from June 2026, one for a KS2 teacher (2 days) and the other for a PE teacher (2 days), and are interested in hearing from candidates who can do either, or both, of these roles. These contracts will be for a minimum of two terms. Class teachers all benefit from small classes and a generous non-contact allowance. PE, Music, Art and Modern Foreign Languages are all taught by specialist staff.

Title KS2 Teacher

Reports to Subject Leader/Deputy Head/Head Teacher

Duties and responsibilities

- To support the emotional and developmental needs of the children;
- To plan and teach appropriately to meet the needs of all pupils in the allocated classes, through differentiation of tasks;
- To ensure work is marked and next steps for learning are made clear to the pupils;
- To be able to set clear targets, based on prior attainment, for pupils' learning;
- To provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils;
- To make effective use of ICT to enhance learning and teaching;
- To keep appropriate and efficient records, updating tracking procedures as directed and integrating formative and summative assessment into planning;
- To work with school leaders to track the progress of individual children and intervene where pupils are not making progress;
- To meet and inform parents/carers of their children's progress, attitudes, attainment and targets through formal (parents' evenings) and informal meetings at appropriate times and produce an annual written report in line with school procedures;
- To ensure the good behaviour of all pupils by promoting the school's code of conduct amongst pupils, in accordance with the school's positive behaviour policy;
- To lead, organise and direct support staff within the classroom;
- To attend and participate in meetings which relate to the school's management, curriculum, administration or organisation;
- To be a committed and active member of the staff team and school community;
- To implement all agreed school policies and guidelines;
- To support initiatives decided by the Head Teacher and staff;
- To participate in the performance management system for the appraisal of your own performance, or that of other teachers;
- To communicate and cooperate with specialists from outside agencies as necessary;
- To promote the vision, aims and values of the school and contribute to their development;
- To play an active part in the enrolment and retention of pupils;
- To attend school events where relevant;
- To undertake any other particular duty reasonably assigned by the Head Teacher from time to time.

Title Teacher of Girls' Sport and PE

Reports to Director of Sport and Activities

Job Purpose

- To actively contribute to the teaching and learning of Physical Education and Sport in accordance with school policies and in pursuit of the highest standards of student achievement.

Duties and responsibilities

- To act as a role model for girls in PE and Sport
- To teach Physical Education and Games lessons within the curriculum, further developing pupils' learning in the subject
- Work with the Head of Department to develop an engaging and positive curriculum to further the learning of pupils
- To organise and run extra-curricular clubs
- To contribute to the arrangement and running of inter-school fixtures
- To promote the subject and celebrate achievement through newsletters and social media
- To take a lead on areas within the subject development plan
- Promote developments within PE and work with colleagues to implement new initiatives into the department, curriculum and/or teaching and learning
- Assist the Head of Department with the development of any policies relating to PE; to regularly plan and review schemes of work
- To promote the department through whole school activities such as Open Mornings and assemblies
- Be aware of and follow all the school's policies
- Attend school meetings and in service training, as and when required
- Assist the Head of Department in the development and review of risk assessments
- Operate safely within the workplace and maintain a high standard of practice
- Behave professionally at all times and maintain confidentiality of information
- To undertake any other duties that the Head of Department or the Headteacher may feel appropriate

Person Description

Gateway School is looking for an enthusiastic well qualified teacher who can motivate pupils and inspire them to achieve their potential. You should be self-motivated and seek ways to improve your teaching and subsequently pupils' learning. Continuing Professional Development will be supported by the school.

Criteria	Essential Desirable	Desirable
Education/Training/ Professional Qualifications	<ul style="list-style-type: none"> • Relevant Degree plus/including QTS • Willingness to undertake D1 (minibus) training 	<ul style="list-style-type: none"> • First aid qualification • Further relevant professional qualifications and professional development work. • D1 (minibus) on driving licence
Skills & Abilities	<ul style="list-style-type: none"> • Ability to prioritise workloads • Ability to work on own initiative • Ability to inspire children and adults with an enthusiasm for learning • Excellent interpersonal and communication skills • Strong team player 	<ul style="list-style-type: none"> • Excellent IT skills, especially in relation to the development of the subject • Ability to lead INSET sessions • Ability to offer teaching in other subject areas
Knowledge and experience	<ul style="list-style-type: none"> • Knowledge of best practice for teaching and learning • Up to date knowledge of current learning strategies • Professional understanding of the educational needs of children • Experience of teaching Dance, Gymnastics and Netball 	<ul style="list-style-type: none"> • Evidence of continuous professional development • Experience of coordinating / organising fixtures and festivals • Teaching experience of primary school aged children • Ability to take a role in the organisation of school swimming
Other	<ul style="list-style-type: none"> • Enthusiasm for promotion of healthy lifestyles • Recognition of the diversity in cultures and nationalities within the school • Willingness to be involved in extra-curricular activities and run school teams 	



WHY WORK AT GATEWAY SCHOOL?

- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Generous non-contact allowance.
- 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

Application forms to be received by Monday 23 February 2026

Interviews will be held w/c Monday 23 February 2026

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.

Gateway School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All offers of employment are subject to references and a Disclosure and Barring Service Check.

Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA

Tel: 01494 862407 Headteacher: Jonathan Coke, BA Hons PGCE

www.gatewayschool-bucks.co.uk





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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