GATEWAY SCHOOL

— GREAT MISSENDEN —

RECRUITMENT PACK

1:1 LEARNING SUPPORT ASSISTANT

STARTING AS SOON AS POSSIBLE

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. 270
- 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

Part-time, term time only, starting as soon as possible, 15 hours per week. Mornings only. Fixed term contract.

We are seeking an exceptional Assistant to provide dedicated one-to-one and small group support for a Year 1 pupil. The ideal candidate will have recent experience working within a primary school setting, alongside a strong track record of supporting pupils with SEND. They will bring proven experience in delivering personalised 1:1 support for a child with an EHCP, using tailored learning strategies to meet individual educational, developmental, and wellbeing needs. This role requires someone who can empathise deeply with pupils who may face challenges in school life for a variety of reasons and who understands the importance of building a trusting, supportive, and positive relationship with the child. We are looking for a compassionate, patient, and dedicated individual with a genuine passion for working with children, who is flexible, adaptable, and hardworking. Strong organisational skills are essential, as is the ability to work both independently and collaboratively as part of a committed team, working closely with staff and families to promote progress, inclusion, confidence, and overall success.

The role is for term time only and will be varied. It will include supporting the teaching across the school and playing an active part in the wider community of the school, through our extensive co-curricular and after school care programme.

Title 1:1 Learning Support Assistant

Reports to SENCo and Headteacher

Job Purpose

- To work under the direct instruction of the SENCo, teaching/specialist staff, usually in the classroom to ensure access to learning for a pupil, and to provide general support of the teacher in the management of the pupil and the classroom.

Role of 1:1 Learning Support Assistants

1:1 Learning Support Assistants at Gateway School are employed to support pupils. The LSA will carry out the following tasks:

- Support the pupil in lessons, individually or in groups under the direction of the class or subject teacher or SENCo.
- Monitoring the pupil's educational, social, emotional 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 the pupil's achievements or learning needs.
- Attend Annual Review meetings if required.

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

- Help the pupil to recognise errors, check and self-correct their work.
- Help the pupil to catch up on work which they may have missed.
- Scribe where the pupil has difficulty writing.
- Monitor use of their personal planners/ reading record books.
- Encourage pupil attention and when necessary, address behaviour issues which may distract others. This will allow 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. Provide alternative explanations (auditory or visual).
- Boost confidence and morale by positive encouragement and praise.
- Listen to the pupil read.
- Help the pupil practise their spellings.
- Facilitate the pupil in aspects of the school day promoting independence, and academic development.
- Adapt lessons or activities where necessary.
- Implement programmes and strategies as instructed by the pupil's OT., Specialist Literacy teacher etc where necessary. Actively seek guidance and help with this when your own skill set requires and attend therapy sessions if needed.
- Monitor and advise teaching staff/parents on the pupil's ability to undertake expected classroom activities.
- Whilst acting as the pupil's advocate and assistant, taking care not to engender dependency.
- Undertake any duties as required by school in relation to the pupil's overall wellbeing.

Other activities

- Support on school trips.
- Support school performances/ rehearsals.
- Attend weekly junior or senior break time staff meetings.
- Attend a weekly meeting with the SENCo to feed back on the pupil who they support.
- The LSA may be required to carry out additional duties commensurate with the role and at the discretion of the Headteacher or SENCo.

Requirements for the Role of LSA

- Relevant experience and qualifications and a desire to undertake training.
- Enjoyment of working with children one-to-one.
- 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.
- Good organisational skills.
- Flexibility and a positive can-do attitude.
- Energy and a sense of humour.

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
- 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 6 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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