



GATEWAY SCHOOL
— GREAT MISSENDEN —

RECRUITMENT PACK

DIRECTOR OF STUDIES - TEACHING AND STANDARDS

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.

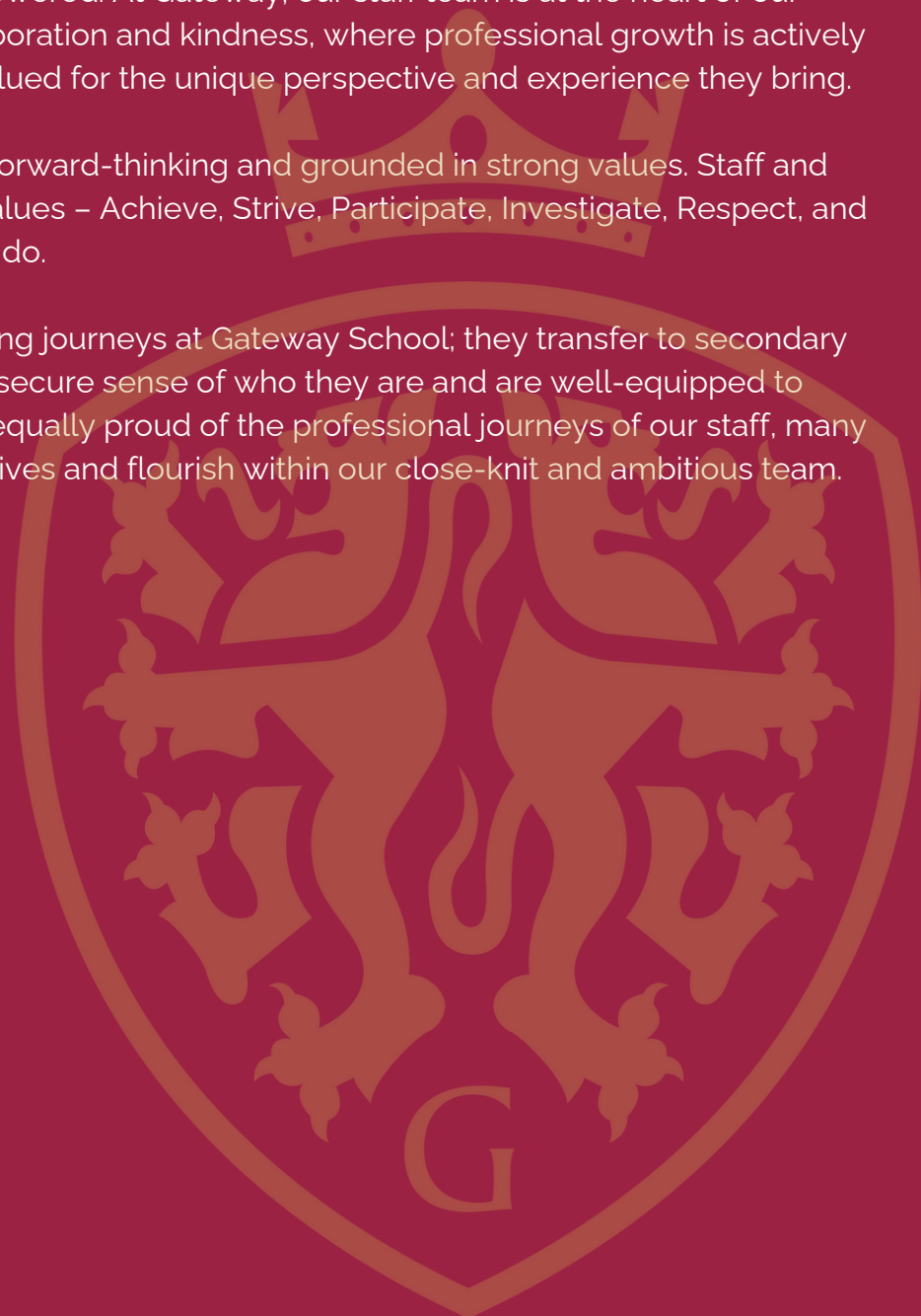
Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

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 development and delivery of learning and teaching so that all pupils receive a high quality, enriched and balanced education, promoting ambition and excellence in the quality of the education provided, sustaining and enhancing the excellent standing of the school.
- To create and sustain a vibrant and meaningful academic life in the school with excellent teaching and effective learning at its centre to lead and develop initiatives which impact on the standards of learning and teaching be instrumental in shaping the school's academic vision.
- To ensure learning is maximised to enable every pupil to reach their potential.
- Reporting to the Deputy Head, the Director of Studies will work closely with Key Stage and subject leaders to ensure that standards of learning and teaching are effective for all.

Policy/ Strategic Direction and Development

- To champion and develop new initiatives with regard to the teaching and learning throughout the school
- Take lead responsibility for policy development and implementation in relation to learning, teaching, monitoring and standards. Keep policies under review and make recommendations for change to the SLT to ensure that they continue to meet the school's developing needs.
- Working with the Deputy Head, take a key responsibility for developing key aspects of the School Priorities Plan with regard to academic standards.
- Ensure the Deputy Head is advised of significant developments and their implications for the work of the school.
- Have oversight of all Schemes of Work and subject planning to ensure they are linked to the school's
- Development Plans, are ambitious, consistently applied and contain exciting learning initiatives, whilst ensuring continuity and progression
- Work to foster a love of learning in pupils and teachers and a scholarly ethos in the school.
- To populate and present reports at Governance.

Monitoring Standards of Learning and Teaching

- Plan and Implement the annual internal Learning Review programme, to monitor the quality of learning and teaching to ensure that high standards are maintained and developed further.
- Work with the Deputy Head to plan a review programme to provide evidence for the annual Bellevue review. Collaborate with the Deputy Head to write up the report for this review.
- Have an overview of Subject Schemes of Work to check they are thorough, support the work of the Subject and ensure academic rigour, challenge and progress for all pupils.
- Ensure opportunities for challenge are innately built into all lessons and provision for Able, Gifted and Talented children is optimised.
- Ensure that curriculum planning provides continuity between Reception, KS1 and KS2 to ease the transition of pupils and to maximise their learning.
- Collaborate with the member of staff responsible for producing the annual class timetables to ensure the school's resources are used efficiently, liaising with key stage leads and Head of Operations and Community.
- With the Head and Deputy Head, be part of the recruitment process to ensure the school appoints staff of a high calibre who will promote the high standards of teaching expected throughout the school.
- Provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and display, high standards of achievement, behaviour and discipline.
- Assess and analyse the current curriculum and support with the development of an engaging connected curriculum.

Leadership and Management of Others

- Lead by example, providing inspiration and motivation, for the pupils, staff, governors, parents and wider community, the vision, purpose and leadership of the school.
- Work with the Subject Leads to analyse patterns and trends through assessment. Take responsibility for any changes to subject delivery and curriculum policies where required.
- Take responsibility for the day-to-day line management of the Subject Leaders as required, carrying out subject reviews and providing support when necessary.



Training and Development of Self and Others

- Develop and maintain a culture of high expectations for self and others
- Lead by example in developing policy change
- Regularly review own practice, set personal targets and take responsibility for own development. Encourage all staff to be similarly active in their personal and continuous professional development
- With the Head Teacher, Deputy Head and Head of Operations, provide effective measures for staff review and professional training to make sure all staff are able to contribute to the well-being and development of the school and are able to carry out their roles in school to the best of their ability.
- Support the delivery of Teaching and Learning CPD through our weekly CPD sessions.

Marketing and External Links Including Public Occasions

- Actively foster the aims and ethos of the school to promote its values to pupils, staff, parents and the community.

Supporting the work of Bellevue Education

- Develop strong, positive relationships with Bellevue colleagues, contribute to collaborative work across Bellevue schools and support other staff in participating in Bellevue work in order to develop and share best practice.



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.gatewaysschool-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 Friday 23 May 2025**

Interviews will be held shortly afterwards.

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.





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.



GATEWAY SCHOOL

— GREAT MISSENDEN —