

Gateways School  
Harewood  
Leeds  
West Yorkshire  
LS17 9LE

A photograph of a teacher and a student working together at a desk in a classroom. The teacher, a woman with long brown hair, is leaning over the desk, looking at a book or paper. The student, a young girl with red hair and freckles, is smiling and looking at the same book. They are both wearing lanyards with 'GATEWAYS' written on them. The background shows a classroom with a blue wall and a window.

# A career at Gateways School



**GATEWAYS**  
SCHOOL

# About Gateways School

Gateways is an independent day school for boys and girls aged 2 to 18. Situated on a 16 acre site in the rural village of Harewood, Gateways is conveniently located on the main artery between Leeds and Harrogate.

Gateways is a small school, which allows staff to know their pupils, recognise their strengths and weaknesses and therefore provide a personal education getting the best out of each and every child who come through the gates.

## Aims and Ethos

Gateways is a forward-thinking school built on traditional values.

Our ethos is rooted in three core values which apply to all of our stakeholders, that of **Growth, Wellbeing & Success**.

At Gateways we:

- Grow our knowledge, skills and confidence, supporting others to do the same;
- Build our resilience and self-awareness in a kind and inclusive environment;
- Achieve our full potential in preparation for the next challenge.



**Growth** ♦ **Wellbeing** ♦ **Success**

# Early Years Practitioner / Nursery Nurse

## Introduction

We are looking to recruit an enthusiastic and inspiring practitioner to join our successful Early Years team.

Gateways is a friendly place to work with a well-established team. We are a small setting that has the children at the centre of everything we do.

The role requires someone who;

- Will provide exceptional learning experiences for children
- Provide an excellent learning environment in which children can thrive
- Be responsible for a key group of children, ensuring optimum well-being
- Create and sustain positive partnerships with parents and families
- Is highly organised, motivated and reliable

**The successful candidate must hold a Level 3 EYFS Qualification (or above).**

If you are passionate about early years education and eager to make a meaningful contribution to our school community, we'd love to hear from you!

## Key Conditions

- ❖ Starting as soon as possible.
- ❖ Up to 30 hours a week (between the hours of 7:30am to 6:00pm). This is a term time role, plus 4 weeks in our EYFS holiday club and all staff training and development days.  
**Please state in your application/cover letter your desired working days and hours.**
- ❖ £16,770 per annum, paid pro rata for fewer than 30 hours (FTE £27,040).



## Staff benefits\* include

- ❖ Free lunch during term time
- ❖ CPD packages
- ❖ Fee remission for eligible children
- ❖ Cycle to work and electric car scheme
- ❖ Enhanced 5% employer pension contribution, including 4 x death in service benefit
- ❖ Access to a staff wellbeing room and an employee assistance programme

\*subject to eligibility



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# Job Description

Reporting to: Head of EYFS

## Key responsibilities

- Assist the Head of Early Years to deliver the Early Years Foundation Stage curriculum.
- Work with groups on planned focussed activities in both the indoor and outdoor learning environments.
- Support individual pupils with specific learning difficulties.
- Carry out daily planning and assessment as requested by the Head of Early Years.
- Attend parents' evenings as appropriate.
- Write progress reviews and reports.
- Observe, record and update children's individual assessment and data
- Supervise children in the dining room and during playtime as requested.
- Set up the teaching areas and prepare activities.
- Create displays and organise a lively learning environment.
- Assist with practical activities and specialist lessons.
- Assist the Head of Early Years in the planning and production of performances to parents.
- Assist in the planning of educational visits.
- Carry out any other duties required by the Head of EYFS & Head of Prep.

## General responsibilities including personal and professional conduct

- Be responsible for safeguarding and promoting the welfare of children.
- Follow all School policies and procedures.
- Attend meetings, staff briefings and CPD sessions.
- Attend all training and development days.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Maintain confidentiality inside and outside the School, following all GDPR and Data Protection legislation.
- Manage and prioritise your own workload in line with the requirements of the department and School.
- Establish effective working relationships with professional colleagues.
- Be a role model for students through personal presentation and professional conduct.
- Present a positive personal image, contributing to a welcoming School environment.
- Contribute to the ethos of the School, ensuring the School's values are displayed.
- Support School events.
- Carry out any other duties required by the Head.

***Please note, this job description is not a definitive list of the responsibilities of the role. Responsibilities will be varied to meet the changing demands of the department and the School. Job descriptions are reviewed as part of the appraisal process.***

# Person Specification

## Qualifications

- (E) Level 3 EYFS Qualification (or above).
- (E) A\* - C English and Maths GCSE (or equivalent/above).
- (D) First Aid Qualification (training will be provided).
- (D) Food Hygiene Qualification (training will be provided).

## Experience

- (E) Experience in a similar role or working with children.

## Specialist Knowledge

- (E) Knowledge of child development.

## Skills

- (E) Excellent listening, communication and organisation skills.
- (E) Excellent problem-solving skills.
- (E) Be warm and responsive to children's needs.
- (E) Competent user of IT.
- (E) The ability to communicate effectively with pupils, parents and colleagues.
- (E) The ability to manage time and prioritise tasks so that all duties are fulfilled effectively.

## Personal Qualities

- (E) Be patient, kind, approachable, adaptable and creative.
- (E) Be reliable and punctual.
- (E) Ability to enthuse and motivate children.
- (E) Ability to work alone or as a member of a team as appropriate.
- (E) The flexibility to respond to the challenge of change.
- (E) Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.

## Safeguarding

- (E) Commitment to safeguarding and promoting the welfare of young people.
- (E) Understanding of the importance of safeguarding and child protection.
- (E) Ability to maintain appropriate relationships and personal boundaries with children and young people.

## Key

- (E) – Essential
- (D) – Desirable

Methods of assessment include certificates, professional references, application form, interviews, observations and in tray tasks.



# Further information



## How to Apply

[Click here](#) to visit our website and download an application form

Please send your completed application form and a cover letter outlining your suitability for the role to [jobs@gatewaysschool.co.uk](mailto:jobs@gatewaysschool.co.uk)

**Application Deadline:** Monday 26<sup>th</sup> January at 8am

## Enquiries

Please contact Rhiannon Morris, PA to the Head

**E-mail:** [jobs@gatewaysschool.co.uk](mailto:jobs@gatewaysschool.co.uk)

**Tel:** 0113 824 2770

## Policies

[Click here](#) to visit our website and view our policies, including our Safeguarding policy

[Click here](#) to visit our jobs page and view our Safer Recruitment policy

***Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a prohibition list check (where applicable).***



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