



GATEWAY SCHOOL  
— GREAT MISSENDEN —

**RECRUITMENT PACK**

**LEARNING SUPPORT  
ASSISTANT**

# 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.

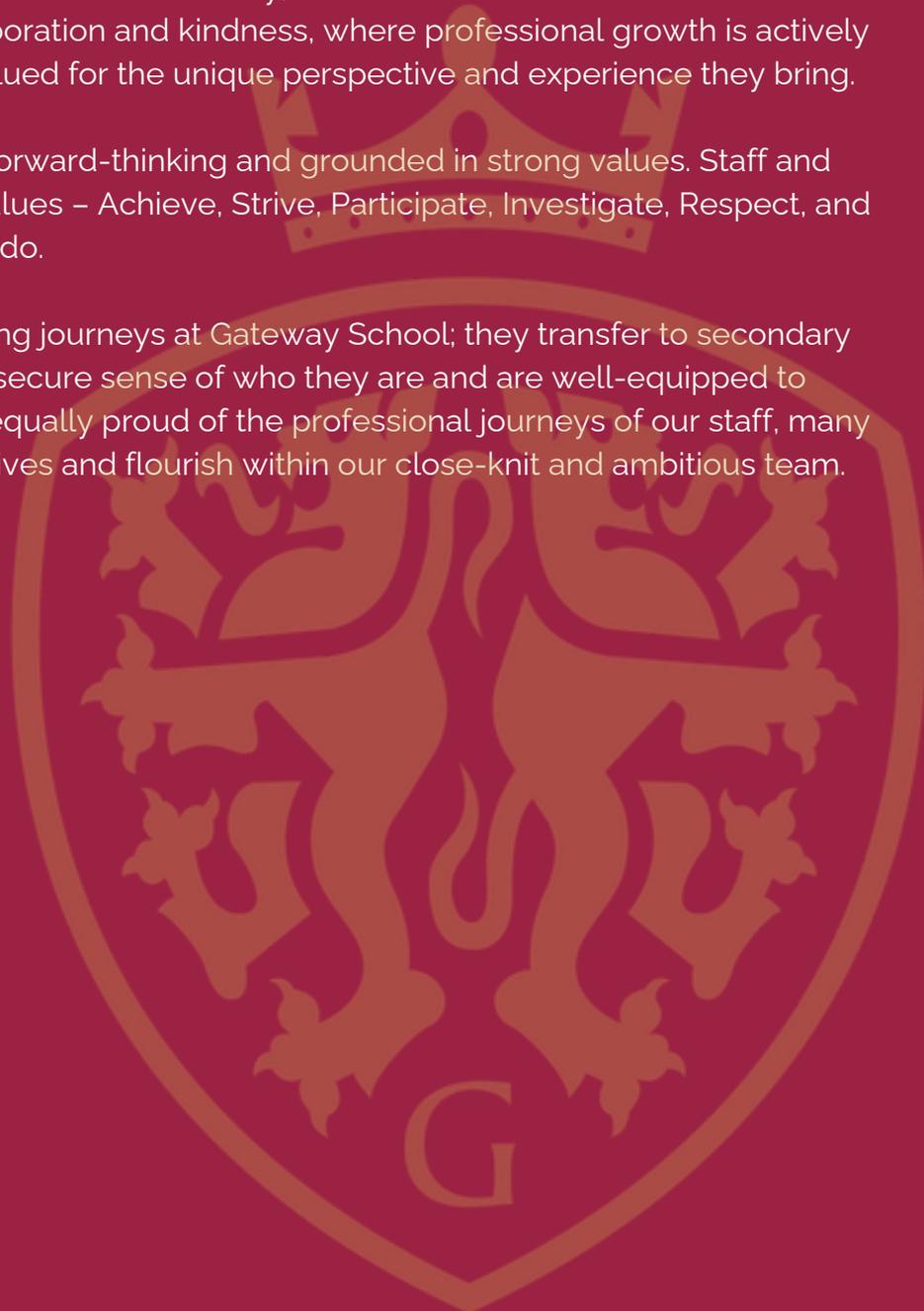
Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

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

- Learning Support Assistant
- Reports to SENCO & Head Teacher
- Hours of work: Monday - Friday (term time) includes some early care (from 8.00am) and late care (until 6.00pm) responsibilities. We are keen to hear from applicants interested in working either part-time or full time, whether this be 20, 25 or 40 hours a week.
- Support teaching and learning by assisting pupils' access to lessons and providing classroom and individual support under teacher/senior staff direction
- January 2026 start

# Duties and Responsibilities

- Assisting individuals or groups in lessons.
- Monitoring academic, social, and emotional progress.
- Planning and delivering targeted interventions.
- Reporting progress to teachers and maintaining records.
- Helping pupils correct and understand their work.
- Supporting catch-up activities
- Encouraging focus and positive behaviour.
- Modelling resource use and clarifying instructions.
- Promoting confidence and independence.
- Listening to reading and practising spellings.
- Supporting school trips, performances, and rehearsals.
- Providing cover across the school, including EYFS - LSAs may be taken from scheduled lessons to cover elsewhere in the school, including EYFS. Unscheduled illness will mean that late decisions have to be made regarding cover.
- Attending regular SENCO meetings.
- Taking part in break and lunch duties as required.
- Carrying out additional tasks at the discretion of the SENCO or Head Teacher.





## Skills, Abilities & Disposition

- Relevant experience or willingness to train.
- Enjoy working with children and supporting learning.
- Teamwork and strong communication skills.
- Organised, flexible, and proactive.
- Positive attitude, energy, and sense of humour.
- First Aid qualification or willingness to obtain one.
- Support wraparound care.

## Desirable characteristics

- Level 3 TA Qualification
- An interest or expertise in a particular curriculum area
- The ability to run a club for pupils in an area of interest to you.



## 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
- PerkBox: Bellevue staff wellbeing advantage and discount benefits.
- 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](http://www.gatewayschool-bucks.co.uk) or from Mrs Helen Brown email: [pa@gatewaysch.co.uk](mailto:pa@gatewaysch.co.uk) or telephone **01494 862407**. Application forms to be received by midday **Wednesday 10 December**.

Start date: **January 2026**

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.





## **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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Gateway School, 1 High Street, Great Missenden, Buckinghamshire, HP16 9AA  
Telephone: 01494 862 407 | Email: [communications@gatewaysch.co.uk](mailto:communications@gatewaysch.co.uk)