

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



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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**

# School Staff Instructor (CCF)

## Introduction

We are looking to appoint a School Staff Instructor (SSI) to join our successful department.

The SSI role is a support staff role (non-teaching) and the successful person will be line-managed by the Contingent Commander and will be responsible ultimately to the Head. This role will provide the successful candidate with an exciting opportunity to develop and enhance their role at Gateways School.

The successful candidate will be proactive, reliable and able to take initiative in developing the role. They will need to have the vision and leadership skills, drive and organisational abilities to fulfil this commitment.

The ideal candidate will have the knowledge and experience to act as the SSI for Gateways School CCF or will be willing and able to complete the necessary training courses in this area. The SSI role will involve working closely with relevant staff to ensure that the School's CCF programme is varied, safe, exciting and motivational.

The post-holder will ensure that the administration and delivery of CCF camps/training is carried out. There will be 5 weekend camps and 3 field days (1 each per term), 1 week Adventure Training Camp (usually at Easter) and 1-week Annual Summer Camp that they will be required to attend each trip.

## Key Conditions\*

- ❖ Starting November 2025. A handover will also be required prior to start.
- ❖ 16-20 hours a week during term time and all staff training and development days. In addition, this role will require workings some evenings and weekends (all year) and a number of days during the school holidays (typically equating to 5 weeks).
- ❖ Annual salary of £11,200 - £14,000 depending on hours (£28,000 FTE), plus the allocated MOD allowance.
- ❖ Permanent contract.

\*See T&C's for further information



## 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: Contingent Commander

## Gateways School Combined Cadet Force

The Combined Cadet Force (CCF) is a youth organisation sponsored by the Ministry of Defence which operates in schools throughout the country.

The CCF at Gateways is run in conjunction with Horsforth School in Leeds and takes place from 4pm – 6pm on Tuesdays at Gateways School. The aims of the CCF are to promote self-reliance, teamwork, leadership and camaraderie in a disciplined environment. Cadets learn skills such as weapons handling, drill, navigation and first aid and build towards progressive training awards which can be earned at the end of the training programme.

The contingent runs an adventurous training programme during the Easter holidays and in the last week of the summer term, the cadets attend an annual camp for a week. There are also 5 weekends, overnight and short visits cadets can choose to take part in.

Membership of the CCF currently stands at 52+ boys and girls from both schools. Many elect to continue through into the Sixth Form as NCOs and this is where they receive, as well as give, the greatest benefit as junior instructors. Training parades take place on Tuesday afterschool and members of the Contingent participate in Field Days, Camps and Range Weekends.

Further details regarding the roles and responsibilities of this post and the time to be dedicated to it over the academic year will be discussed at interview.

## Status

The School employs the SSI to support the Contingent Commander through administration of the Contingent, and to assist other Cadet Force Adult Volunteers (CFAVs) and cadets. The SSI role is not a CFAV in the Contingent; their roles and responsibilities are different, and the rules and practices for SSI selection, appointment and administration differ from those for CFAVs. The SSI does not wear uniform unless also a CFAV.

## 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.
- Meeting the reasonable expectations and requests of the Headteacher, to serve the needs of the pupils and staff.
- 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.***



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# Job Description

The SSI plays a crucial role in the Contingent through providing support, logistics, administration and guidance for the Cadet Force Adult Volunteers (CFAVs) and cadets in delivering a successful cadet experience. The appointment is a Non-uniformed Volunteer (NUV) role, and this will be their principal role however, an SSI can apply to become a uniformed CFAV.

The SSI role is critical to the delivery of an effective, efficient and successful Contingent. Key responsibilities will include:

- Supporting the School, Contingent and CFAVs with administration, planning and logistics tasks.
- Meeting the safety and security administrative and assurance requirements for the Contingent.
- Providing a positive role model through demonstrating the Values, Standards, expected behaviours and ethos to CFAVs and cadets.
- Contributing to the school's enrichment and co-curricular programme.
- Delivering First Aid.
- Driving minibuses and other authorised CCF transport.

The SSI is responsible for carrying out administration, planning and logistics tasks to support the Contingent and to all Sections in the Contingent regardless of any uniform or rank that may be worn by the SSI. The responsibility of SSIs includes, but are not limited to:

- Managing CFAV and cadet records on Cadet MIS, ensuring that records are created for new individuals, information is updated as soon as received, and that those who have left are removed from the Contingent on Cadet MIS.
- Conducting regular mandated security and registration checks for all MOD provided weapons, pyrotechnics, ammunition and other equipment as directed by the appropriate Cadet Force Headquarters (CF HQ) teams and explained in Chapter 21 of the CCF Regulations.

- Managing requests for uniform items, and their loan to and recovery from CFAVs and cadets in the Contingent.
- Managing requests for MOD-provided equipment, including ammunition and rations, and their maintenance, recovery and return where required.
- Purchasing equipment and other items approved from public funds (the Contingent Grant), and ensuring the correct use, maintenance, servicing, and disposal of these items as required.
- Managing accommodation, transport, meals, and training locations or facilities for approved Contingent activities, and for CFAVs, cadets or both attending courses and training events.
- Managing the Contingent Grant and Contingent non-public fund accounts on behalf of the Contingent Commander, keeping the accounts up to date, preparing receipt and payment vouchers and presenting these accounts for audit in accordance with the rules explained in Chapter 24 of the CCF Regulations.
- Respond to all routine correspondence from MOD and implement new instructions and procedures while keeping the Contingent Commander informed.
- Attend all meetings, conferences, briefings and pre-visits as required for the needs of the Contingent and MOD.
- Ensure that all equipment is available for the weekly CCF training sessions.
- Keep the Site Manager informed of all repairs and maintenance required for CCF property within school responsibility.
- Carry out any other duties as required by the line manager.



# Person Specification

## Qualifications

- (E) A\* - C English and Maths GCSE (or equivalent/above).
- (E) Adventurous Training Qualifications (*Training will be provided where required*).
- (E) First Aid Trained (*Training will be provided where required*).
- (E) Full, clean Driving Licence.
- (D) Evidence of additional, relevant qualifications related to the role.

## Experience

- (E) Experience and success in leading a co-curriculum subject.
- (E) Experience of planning, prioritising and organising resources to tight deadlines under pressure.
- (E) Experience producing reports and conveying information that needs explanation or interpretation.
- (D) Familiarity with the 'Westminster' Information Management System.
- (D) Working in a similar role.

## Specialist Knowledge

- (E) Up to date knowledge of the CCF syllabus, training framework and recent developments.

## Skills

- (E) Strong communication skills with the ability to develop and maintain effective professional working relationships and networks with a wide range of stakeholders and use these relationships to improve service effectiveness and deliver outcomes.
- (E) Skilled at motivating and engaging staff to secure the commitment from all colleagues to drive the department forward.
- (E) Able to adapt to the needs of the children to support individual learning needs.
- (E) The ability to manage time and prioritise tasks so that all duties are fulfilled effectively.

## Personal Qualities

- (E) Confidence and the ability to promote high professional standards within the departmental team and challenge actions that go against protocol.
- (E) Be enthusiastic and hard working with a passion for co-curricular activities.
- (E) An awareness of the importance of confidentiality, sensitivity and tact particularly when dealing with personal issues.
- (E) High levels of honesty and integrity.
- (E) Flexibility and willingness to be adaptable, accessible and approachable.
- (E) Ability to work alone or as a member of a team as appropriate.
- (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 15<sup>th</sup> September 2025 at 9am

## 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 Safer Recruitment and Safeguarding policies.

*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).*

## Role Specific T&Cs

- **Working Hours** – Flexibility is required to carry out duties and responsibilities effectively and no additional payment is made in this respect as it is included in your salary (evenings, weekends and days during the school holidays). Any significant hours over your contracted part time hours must be agreed with your line-manager and time off in lieu may be given at your line manager's discretion.
- **Probationary Period & Notice Period** - This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Head. There will be a one term notice period for this role.
- **Lunch** - An unpaid 30-minute lunch break is provided each working day, with a complimentary lunch available during term time.



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