

# gateways

because there's more  
than one way to be educated



## Recruitment pack Head Teacher



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...a place of healing where every student is respected, recognised and accepted, so they have an equal opportunity to become who they deserve to be.

# About Gateways

Gateways is an alternative education provider that exists to support the countless young people today, between the ages of 14-25, who are or have struggled to remain in mainstream education due to social, emotional, mental health challenges.

We believe that every young person should have the same opportunity to progress and thrive, regardless of the challenges they face. Gateways delivers a broad curriculum, academic and vocational, that caters for the interests, abilities and specific needs of each young person that attends. We aim to prepare them for a life beyond education.



1.7m

young people persistently missed school in 2024... an alarming

800,000

increase since pre-pandemic

## What has been achieved over the last year

The Gateways programme launched in 2014 and is the only provider of its kind in the UK Jewish community, enhancing the lives of over xxx vulnerable, young people to date.

125 admission enquiries

were received last year from distressed parents, carers and refereeing organisations.



23 partnerships with referring organisations, schools, local authorities and other charities too.



76 students

all of whom had previously been persistently absent from school, have attended weekly lessons in our new purpose built home in Hendon.



636 therapy hours were delivered in, including art therapy, set in purposefully designed rooms



12 subjects

on offer, including Maths, English, Science, Life Skills, Hair and Beauty, Cooking, Gym Instruction, Art and IT.



91% average attendance rate compared to a prior mainstream schools average of 34%



15 students graduated from Gateways in July 2024, starting careers, apprenticeships and moving onto further education.

100% pass-rate seen in August 2024 for all vocational qualifications taken

91% pass-rate seen in August 2024 for GCSEs and Functional Skill Certificates





# A message from Laurence Field

## Founder & CEO

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When I founded Gateways in 2014, I never anticipated the profound impact it would have on so many lives. Over the years, I have been continually inspired by the resilience and determination of our students as they overcome challenges to receive the education they truly deserve.

It is this powerful impact that drives me to expand Gateways further. I am more committed than ever to ensuring that we can reach and support anyone in need, helping them lead fulfilling and productive lives. With the increasing demand for our services, we are keen to continue to grow and develop our service to help even more young people.

For Gateways to continue to thrive and flourish, we need the support of a dedicated and passionate team. That's why we are seeking someone special for the role of Head Teacher. Your contribution will be pivotal in shaping the future of Gateways,

Thank you for considering making an application for the role of Head Teacher.

Laurence

Laurence

CEO, Gateways



# Head Teacher

## Job description



JOB TITLE:	Head Teacher
SALARY:	£62,500
DAYS:	Monday to Thursday: 8:30am – 5:00pm, Friday: 9:00am – 1:30 pm
LOCATION:	Hendon, NW4
REPORTING TO:	Chief Executive Officer (CEO)

### About Gateways

Gateways is an alternative education provider, a registered charity, located in the London Borough of Barnet, dedicated to supporting young people aged 14-25 who struggle to remain in mainstream education due to Social, Emotional and Mental Health (SEMH) needs. Our students often face challenges such as anxiety, depression, eating disorders, trauma, and serious medical issues. As demand for our services continues to grow, we seek to expand our provision to better serve the Jewish community and beyond.

### Purpose of role

Gateways is at an exciting point in its journey. After more than a decade of transformative work, we are now entering a new phase of independence, growth, and innovation — with a clear ambition to become a centre of excellence in alternative and inclusive education.

As the Jewish community's first and only alternative learning provision, Gateways offers a safe, nurturing, and highly personalised environment for young people unable to access mainstream education due to social, emotional, and mental health (SEMH) needs. Ours is a truly unique setting: all teaching staff work part-time, enabling a flexible and highly responsive model that supports individual student journeys.

We are seeking a dynamic and inclusive Head Teacher to lead an enthusiastic, mission-driven team in delivering exceptional, holistic education — inspiring excellence and compassion at every level. The successful candidate will champion our whole-child approach, supporting students not only academically but also socially, emotionally, and personally. They will provide both strategic and operational leadership, working closely with the CEO, Board of Trustees, and Senior Leadership Team to ensure our provision continues to meet the highest standards of inclusive practice and educational innovation.

This role demands strong educational leadership, a deep understanding of trauma-informed and therapeutic approaches, and a genuine commitment to developing both staff and students. As Head Teacher, you will guide a passionate Educational Leadership Team and play a central role in shaping the long-term direction of Gateways, as we expand our reach and fulfil our vision of becoming a recognised centre of excellence in alternative education.

## Main duties and responsibilities

- **Deliver Outstanding Education:** Ensure a high-quality, inclusive education for students of all abilities, with a strong focus on excellent outcomes through the curriculum, teaching, and learning.
- **Strategic Leadership and Growth:** Work closely with the CEO to lead the strategic development of Gateways, supporting the charity's growth and transition into its next phase of independence.
- **Educational Leadership Oversight:** Line manage the Educational Leadership Team (ELT), which includes the Head of Teaching and Learning, Head of Pastoral Care and SENCO, to ensure consistent delivery across all educational areas.
- **Administrative Leadership:** Line manage the Education Administrator and co line manage the Senior Administrator together with the COO, providing guidance on key operational and administrative priorities.
- **Governance and Trustee Engagement:** Collaborate with the Education Trustee on all aspects of teaching and learning, ensuring transparency, quality assurance, and alignment with Gateways' values and objectives, and report back to the Educational Leadership Team (ELT).
- **Programme Oversight:** Provide oversight of the day-to-day delivery of the Gateways programme, ensuring it is responsive to students' needs and consistently effective.
- **Exams Leadership:** Serve as the designated Head of Centre for all internal and external examinations, ensuring compliance with JCQ and awarding body regulations, working closely with the Exams Officer.
- **External Representation:** Represent Gateways externally, alongside the CEO, in meetings with partners, stakeholders, and the wider community.
- **Systems and Process Development:** Establish and oversee effective systems, processes, and policies to ensure the charity operates efficiently and in line with best practice.
- **Data Management:** Ensure accurate and up-to-date data is maintained and available for internal monitoring, external reporting, and strategic decision-making.
- **Event Oversight:** Ensure key calendar events — including parents' evenings, pupil progress reviews, enrichment activities, and the annual graduation ceremony — are delivered effectively.
- **Project Leadership:** Lead on new projects and initiatives that support the enhancement and growth of Gateways, continually seeking ways to improve student experience and provision quality.

## Strategic direction

- As a member of the SLT, share and develop the strategic vision of Gateways and assist the CEO in the execution of this vision
- Alongside the head of sixth form, to be responsible for the effective development and implementation and growth of the sixth form
- To be an innovator who can think outside the box and come up with new and innovative ways to improve the student experience at gateways both within and outside the classroom
- Be responsible, with the CEO, for the appointment of teaching and senior staff
- Ensure that all staff in your team have access to regular supervision, performance management and have a training and development plan in place appropriate to the programme's needs and their stage of development
- Attend Trustee meetings as required

## Educational leadership

- Oversee the student referral process including consulting with colleagues as appropriate
- Be one of the key contacts for referring agencies alongside the ELT
- Keep up to date with changes in legislation that may impact on Gateways
- Work with the ELT to agree and oversee the development and implementation of the bespoke educational track for each student
- Ensure that all students receive high-quality academic and/or vocational education and support designed to promote engagement, enjoyment, and enthusiasm in learning, leading to raised aspirations and progression
- Ensure the quality of education, pastoral care and student and staff well-being through Gateways' policies, procedures, and practices
- Oversee the monitoring and recording of students' progress so that the most appropriate decisions can be taken to support them
- Together with the head of teaching and learning, ensure that the curriculum is applied, reviewed and evaluated to suit the needs of all students
- Ensure that assessment requirements of the curriculum are appropriately carried out
- Work with the ELT to ensure the regular monitoring of teaching and learning and acting as appropriate on the outcomes
- Responsible for overseeing the training and development of all Gateways trainers and teachers
- Ensuring HUBMIS (student management information system) is updated and monitored on a day-to-day basis by the admin team.

## Designated Head of Centre for all examinations and assessments

- As Head Teacher and Head of Centre for Exams, you will hold overall accountability for the integrity and successful delivery of all external examinations, ensuring full compliance with awarding body regulations and JCQ guidance. While day-to-day exam operations are managed by the Exams Officer, your role will involve strategic oversight, leadership, and accountability in the following areas:
- Provide leadership and oversight of the exams process as Head of Centre, ensuring full compliance with JCQ and awarding body requirements.
- Work in close collaboration with the Exams Officer to ensure exams are conducted securely, fairly, and in line with all statutory requirements.
- Maintain up-to-date knowledge of relevant regulations and lead on implementing any required changes at a whole-school level.
- Ensure all staff involved in the exams process understand their roles and responsibilities, and receive appropriate training as needed.
- Act as the named Head of Centre for all exam boards, maintaining overall accountability for the integrity of the examination process.
- Oversee internal processes for identifying and reporting malpractice or breaches of regulation, ensuring appropriate action is taken swiftly and effectively.
- Ensure all policies relating to exams (e.g., contingency planning, access arrangements, appeals) are up to date, accessible, and consistently applied.
- Together with the exams officer and SENCO, co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical

## Pastoral support

- Oversee the head of pastoral to ensure the needs and values of students are recognised and supported
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Together with the ELT, screen and assess incoming students to ensure the most appropriate pastoral support plan is put in place for each student
- Working with the head of pastoral care to ensure all staff receive appropriate and timely pastoral training relevant to their roles, including safeguarding, mental health awareness, behaviour management, and trauma-informed approaches. This includes identifying training needs, sourcing or delivering training, and maintaining accurate records of staff participation.
- Oversee whole-school strategies that actively support the mental health and well-being of both students and staff, including the development of well-being policies, regular staff check-ins, student support systems, and access to appropriate interventions or external services.
- To be one of the primary contacts for all parents and carers.



## Finance

- To work alongside the CEO and COO with the day-to-day management responsibility for the allocation of the budget to all areas of Gateways
- To support the SENCO to manage EHCP budgets

## Safeguarding

### Safeguarding (Strategic Leadership Role)

- Line-manage and support the Designated Safeguarding Lead (DSL), ensuring they have the resources, time, and training necessary to fulfil their responsibilities effectively.
- To work with the DSL to provide strategic oversight of safeguarding across the organisation, ensuring a culture where student safety and welfare are prioritised at all levels.
- Ensure that safeguarding policies are up-to-date, regularly reviewed, and effectively implemented across the organisation.
- Champion safeguarding throughout the organisation, ensuring it is embedded into the curriculum, staff practice, and school ethos.
- Support the DSL and safeguarding team in their liaison with external agencies, including the local authority and police, when required.
- Ensure staff feel confident and well-supported in raising and addressing welfare, safeguarding, and child protection concerns.
- Work with the Board of Trustees to ensure their active commitment to safeguarding and that they fulfil their statutory responsibilities.

## Promoting and Representing Gateways

- Build appropriate relationships with relevant organisations to raise Gateways' positive profile.
- Reflect and develop the culture, values, mission, and identity of Gateways as a school and charity
- Maintain an ethos where all individuals feel valued and personal endeavour and responsibility are fostered

This job description allocates duties and responsibilities but does not direct the amount of time spent on carrying them out, and no part of it may be so construed. The job description is not necessarily a comprehensive definition of the post.

## Person Specification

	Essential requirements	Desirable requirements
Qualifications required for the role	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Honours degree</li> <li>• Evidence of recent professional development related to whole school improvement</li> </ul>	
Skills	<ul style="list-style-type: none"> <li>• The ability to solve problems. To think strategically, evaluate options, find the best solution to problems, taking full account of the views of others and implement changes that lead to improvements in student outcomes</li> </ul>	
Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Proven track record of working in a variety of settings — including mainstream/alternative provisions and/or special schools — at Deputy Head or Head Teacher level</li> <li>• Up-to-date understanding of Ofsted and statutory requirements</li> <li>• Effective performance management/appraisal experience</li> <li>• Proven track record of improving teacher performance</li> <li>• Understanding of leading and developing an outstanding curriculum</li> <li>• Experience of working within a multidisciplinary team.</li> <li>• Experience, knowledge and understanding of safeguarding in school</li> <li>• Knowledge of SEMH students and SEND</li> </ul>	<p>Knowledge and understanding of the wider educational agenda including national policies and wider issues</p> <p>Experience in working in the field of mental health</p>

	Essential requirements	Desirable requirements
Personal Characteristics	<ul style="list-style-type: none"> <li>• Proactive, innovative and versatile with a high level of drive, energy and enthusiasm</li> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrate empathy and commitment to the core values of Gateways</li> <li>• Ability to establish professional, effective working relationships with a range of stakeholders including students, parents, staff and Trustees</li> <li>• Highly organised with an ability to demonstrate good time management and the ability to prioritise effectively</li> <li>• Ability to lead by example</li> </ul>	Experience of working with other stakeholders and/or members of the community
Safeguarding	<ul style="list-style-type: none"> <li>• Commitment to the protection and safeguarding of young people.</li> <li>• Up-to-date knowledge of relevant safeguarding legislation and the ability to promote a culture of safeguarding across the school community</li> <li>• Up-to-date knowledge of KCSIE and best practice safeguarding arrangements to promote the welfare of students</li> </ul>	A minimum of a Level 2 Safeguarding qualifications.

## How to apply

Please apply for the Head Teacher role at Gateways, via the [TES](#) website.

If you would like to find out more information about this role, please feel free to email the CEO for more information at [laurence@gateways.org.uk](mailto:laurence@gateways.org.uk).

**Closing date for all applications:** 22nd August, with interviews taking place during the week commencing 8th September.

All Candidates invited to interview will be required to bring the following documentation:

- An original identification document (e.g. passport or driving license)
- If applicable, proof of eligibility to work/reside in the UK
- Documents confirming educational and professional qualifications.

Gateways is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Any candidate wishing to seek additional information should contact:

**Gateways Edgeworth Close London NW4 4HJ**

**T:** 020 8183 0164 **E:** [info@gateways.org.uk](mailto:info@gateways.org.uk) [www.gateways.org.uk](http://www.gateways.org.uk)

**CEO & Founder:** Laurence Field

**Trustees:** Ruth Green (Chair), Julia Alberga, Nicki Cohen, Dr. Andrew Hope, Mark Hurst, Sam Sanders, Aviva Steinberg

**Honorary President:** Prof. David S Latchman CBE