

# gateways

because there's more  
than one way to be educated



## Recruitment pack Higher Level Teaching Assistant (Freelance)



...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 700 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 Higher Level Teaching Assistant. Your contribution will be pivotal in shaping the future of Gateways.

Thank you for considering making an application for the role of Higher Level Teaching Assistant.

Laurence

Laurence

CEO, Gateways



# Higher Level Teaching Assistant (Freelance)

## Job description



|                      |  |
|----------------------|--|
| <b>JOB TITLE:</b>    | Higher Level Teaching Assistant (Freelance)  |
| <b>SALARY:</b>       | Day rate of £175 (from September 2025)   |
| <b>HOURS:</b>        | 08:45am – 4:15pm Tuesday, Wednesday, Thursday with a 30-minute lunch break (From September 2025 -7.5-hour day) |
| <b>LOCATION:</b>     | Hendon, NW4  |
| <b>REPORTING TO:</b> | Head of Teaching and Learning  |

### 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 Job

The HLTA role is responsible for supporting teachers in the classroom by preparing classrooms for lessons and sourcing material that is needed for that lesson. The HLTA will support student's learning and engagement during their time at Gateways e.g. During lessons, enrichment sessions and supported study sessions.

### Main responsibilities

- Promoting student's independence, self-esteem and social inclusion
- Teaching classes unassisted when teachers are ill or out of the office. Level 2 qualifications, Functional Skills to GCSE level English and maths). Planning and delivering learning and enrichment activities either with teachers, the enrichment lead or independently
- Working with small groups of students or individuals needing special attention to raise the learning and attainment of students
- Developing specialist curricula in areas of interest

- Be willing to develop one's own professional skills by attending appropriate training sessions and courses
- To run the Gateways sixth form daily supported study sessions , using work planned by the subject teachers
- Discussing students' progress and their development with teachers
- Supervising students on excursions or at events
- Co-ordinating and delivering interventions/lessons to small groups of students with SEND, within a particular area of need (numeracy, literacy, communication and interaction, or SEMH) under the guidance of the SENCo
- To monitor the progress of pupils taking part in interventions/lessons; recording their achievements and development under the guidance of the SENCo
- Attend 2 parent evenings each year, end of term staff meetings and the annual integration days held every September

This job description is not exhaustive and is intended to provide a general overview of the responsibilities associated with the role. The post holder may be required to undertake additional duties and responsibilities that are consistent with the position and its overall purpose, as determined by the organisation.

## Safeguarding

- Complete annual safeguarding and child protection training
- Read and adhere to the Gateways safeguarding policy and Keeping Children Safe in Education DfE document which is updated every September
- Follow Gateways safeguarding procedures when raising any concerns about a student or member of staff
- Have an awareness and basic knowledge, where appropriate, of the most recent safeguarding legislation

## How to apply

To apply, please [click here](#).

For any further questions about this role, please contact **Caroline O'Coy** at [caroline@gateways.org.uk](mailto:caroline@gateways.org.uk).

Deadline for applications: Friday 11th July

Interviews will take place W/C 14th July 2025.

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

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.

**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 **Head Teacher:** Sasha Sharpe

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

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