

gateways

because there's more
than one way to be educated



Recruitment pack Head of Pastoral Care



...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. Gateways students are referred to us as school refusers, struggle with anxiety, debilitating depression, eating disorders, traumas of all kinds and often as a result of serious medical issues.

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

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

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 of Pastoral Care. Your contribution will be pivotal in shaping the future of Gateways,

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

Laurence

Laurence
CEO, Gateways



Head of Pastoral Care

Job description



JOB TITLE:	Head of Pastoral Care
SALARY:	£50,000 (FTE)
DAYS:	Monday - Thursday
LOCATION:	NW4
REPORTING TO:	Head Teacher

About Gateways

Gateways is an alternative education provider, a registered charitable, 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.

Main purpose of role

As a key member of the Senior Leadership Team, the Head of Pastoral Care will provide a strategic vision for pastoral support at Gateways, fostering a positive culture and high aspirations among staff and students. The role involves implementing a range of support services for students, teachers, and families, with a focus on well-being, academic success, and safeguarding. Responsibilities include collaborating with the team to develop and uphold the whole-school vision, values, and aims, establishing policies and practices that reflect Gateways' ethos. The Head of Pastoral Care will also work to build and maintain effective relationships with all stakeholders, including parents, external agencies, and the local community, and will make impactful, creative decisions to address challenges as they arise.

Specific responsibilities & duties

1. Management

- Manage the therapy service, ensuring efficient day-to-day operations by overseeing processes, procedures and team management. Provide therapeutic oversight for the therapy team, including conducting weekly review meetings and overseeing assessment and induction processes for new team members.
- Manage all student interviews for those seeking therapy, overseeing the assessment intake and induction processes.
- Act as the primary professional support for the Wellbeing Advisory Group (WAG) and the wellbeing trustee, serving as a key advisor on student wellbeing and pastoral care. Present to the WAG three times a year, providing updates on the latest wellbeing initiatives and developments at Gateways.
- Line manage the head of enrichment programmes.

2. Student Support

- Support students in crisis, assisting them in managing emotions and physical symptoms.
- Maintain accurate records of meetings and student progress.
- Foster a visible presence within Gateways during peak times to build rapport and accessibility for students.
- Collaborate with SLT and admissions lead on student intake procedures.
- Monitor student well-being through progress reviews and wellbeing evaluation systems
- Signpost to statutory services, therapeutic services, and mental health organisations.
- Share responsibility with the Head Teacher and SENCO for safeguarding systems (CPOMS) and the student management information system (HUBMIS).
- Coordinate the development of individual support plans and oversee their progress.
- Lead and manage the student pastoral induction process to facilitate a smooth transition into the programme.
- Conduct student evaluations to assess wellbeing needs.
- Monitor the impact of wellbeing initiatives for each student.

3. Teacher Support

- Conduct briefing meetings with teachers upon the enrolment of new students to ensure they are informed.
- Assist staff in developing SEMH strategies for addressing challenges with individual students.
- Serve AS one of the key contacts for referring organisations regarding teacher concerns.
- Ensure all staff understand and consistently apply Gateways' pastoral procedures and strategies, particularly new staff.
- Deliver SEMH training to staff where appropriate

4. Overarching Programme Support

- Collaborate with the Head Teacher in shaping and regularly reviewing pastoral services to meet students' needs.
- Assist in developing and updating safeguarding and relevant policies and procedures.
- Contribute fresh ideas and strategic perspectives as a proactive member of the senior leadership team.
- Managing and monitoring impact and student wellbeing
- Share and develop the strategic vision of Gateways as part of the senior leadership team.

5. Safeguarding Responsibilities

- Act as the Deputy Designated Safeguarding Lead (DSL), stepping in as lead DSL when the Head Teacher is off site.
- Support the Head Teacher and Head of Education with safeguarding issues.

6. Liaison with Referring Bodies/Parents

- Serve as the primary contact for parents/carers regarding pastoral and behavioural issues, engaging relevant staff as needed.
- Communicate with parents/carers after behavioural incidents to evaluate support effectiveness.
- Foster positive relationships with parents/carers to encourage involvement in their child's development.
- Assist parents/carers with information to support their child.
- Liaise with external support agencies and professionals to cater to individual student needs.

7. New initiatives and projects

- Manage and deliver the pages wellbeing award
- Develop a wellbeing mental health programme scheme of work
- Oversee all mental health projects, including national initiatives such as Mental Health Awareness Week and similar events

Person specification

Essential Skills and Experience:

- Clear understanding of mental health issues.
- Minimum of four years' experience working with young people facing social, emotional, or behavioural challenges.
- Experience in developing and implementing monitoring and evaluation systems, as well as producing impact reports.
- Student-cantered approach with high expectations for outcomes.
- Knowledge of safeguarding practices within education.
- Ability to work under pressure and manage multiple demands.
- Excellent organisational skills with strong initiative.
- Confident interpersonal skills to build relationships with diverse stakeholders.
- Professional demeanour with a commitment to efficiency and teamwork.
- Flexibility and creativity in problem-solving.
- Strong leadership, coordination, delegation, and empowerment abilities.
- Commitment to facilitating positive change in a dynamic environment.
- Proficient in IT, including Word, Excel, PowerPoint, and Outlook.

Desirable Skills and Experience:

- Experience in managing a therapy team or therapists.
- Experience within the education sector.
- Educated to degree level.

Personal Qualities:

- Patience and a welcoming demeanour.
- Confidence and approachability with vulnerable young people and staff.
- Commitment to Gateways' mission, ethos, and equal opportunities policy.
- Initiative and ability to work independently when necessary.
- Willingness to undergo training as required.
- Articulate, dynamic, and proactive.
- Strong collaborative spirit and positive relationship-building skills.
- Passion, drive, and integrity in pursuing Gateways' vision and goals.

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.

How to apply

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

For any further questions about this role, please contact our Head Teacher Sasha at sasha@gateways.org.uk

Interviews will take place at the end of February.

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.