

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

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Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



ASSISTANT HEAD OF LOWER SCHOOL INFORMATION PACK

**Permanent, fulltime role: Inner London Leadership Pay Scale (L6 – L10)
Required from: September 2026**

**Closing date: noon on Thursday 14th May 2026
Interviews: w/c 18th May 2026**



We **'ARE'** Preston Manor School
Ambition | Responsibility | Excellence



Welcome to Preston Manor School

A very warm welcome to Preston Manor School and thank you for your interest in the position at our school. I hope that you will find this information pack helpful. I am delighted to be the Executive Headteacher of such a vibrant and dynamic school. The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities. We also have extensive outdoor space. As a result our children benefit from plenty of exercise and learning outdoors at all stages of their school life.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school has undergone some positive changes, including our new centralised behaviour system and curriculum review.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: *Ambition, Responsibility and Excellence*. We are *ambitious* for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take *responsibility* for themselves as well as each other in our strive to achieve *excellence* for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding teaching in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

The successful candidate will join a dynamic and supportive team of teachers who are committed to helping our pupils achieve to the highest level possible, and prioritising the professional development of all its staff.

You will:

- have a passion for teaching and learning
- be an innovative and strategic thinker with vision and ideas
- be an excellent practitioner
- lead by example and act as a strong role model to students and staff
- have a positive, can do attitude with staff and students
- be able to demonstrate excellent leadership and management skills
- have a proven track record of achieving outstanding student progress through own practice
- be an effective team player and value every aspect of the life of the school
- have effective interpersonal skills with the ability to inspire students and staff
- be an active learner, who constantly strives to improve, with the desire to progress

We offer:

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious students
- a friendly and supportive team of teachers
- well-resourced facilities
- a professionally stimulating and collaborative working environment
- a commitment to professional development, including an excellent CPD programme including ECT induction and Train to Teach candidates

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school.

The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Student quotes:

"Students at Preston Manor are always aiming high supported by the teachers who push them further."

'Preston Manor is a vibrant, diverse and enriched community. The discipline and teaching is first-class, giving us a wider perspective of how the world around us works.'

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether it is 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email hadmin@preston-manor.com or download the pack from our website at <https://www.preston-manor.com>

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

Purpose of the Post

This post is part of the Lower School Senior Leadership Team. The post holder will assist the Head of Lower School and the Senior Leadership Team in leading and managing the Lower School.

Specific roles

In the first instance, the post holder will:

- promote the highest possible standards of achievement, development and behaviour for all children in the Lower School
- be phase leader for Reception and Year 1 in the first instance but roles and responsibilities within the Leadership Team are rotated at appropriate intervals to ensure a range of leadership experience and appropriate CPD.
- Lead on SEND
- depending on experience, expertise and the needs of the school, lead on either:
 - inclusion;
 - assessment, including the monitoring, tracking and evaluation of data to improve attainment and progress;
 - whole school curriculum development and delivery, including leadership of the Wider Leadership Team; or
 - monitoring, evaluating and raising standards of teaching and learning
- to participate in the mentoring, coaching, appraisal and performance management of teaching and support staff as appropriate, including NQTs
- maintain a regular and significant teaching commitment (0.4) by providing some PPA cover, short term absence cover and/or to target those pupils with the most significant barriers to learning

Day to day organisation and management

To assist the Head and Deputy Head of Lower School in the day to day organisation and management of the school as the needs arise. This may include:

- organising short term cover, including sickness cover
- drawing up timetables and rotas to ensure the efficient use of premises and efficient deployment of staff
- providing support for staff and pupils within an overall pastoral role, including induction of new staff
- overseeing the supervision of pupils during lunchtimes
- conducting assemblies on a regular basis

Responsibilities

The Assistant Head of Lower School, in addition to carrying out the professional duties of a teacher other than a Head as described in the relevant Education Acts and School Teachers' Pay and Conditions Document, shall play a major role under the overall direction of the Head of Lower School in:

- formulating the aims and objectives of the school;
- establishing the policies through which they shall be achieved;
- managing staff and resources to that end; and
- monitoring progress towards their achievement.

As a minimum, this would require the Assistant Head of Lower School to:

- support the Head of Lower School and the Senior Leadership Team in establishing an overall vision for the Lower School and assist all staff in working collaboratively towards this;

- contribute to the development and implementation of the school's strategic plan, which identifies priorities and targets for ensuring children achieve high standards and make at least good progress;
- take responsibility for appropriately delegated aspects of the strategic plan, with the aim of increasing teachers' effectiveness and securing school improvement;
- provide a model of outstanding practice in terms of an excellent quality of Teaching and Learning;
- develop, monitor and assess policy, curriculum planning, assessment and teaching strategies, identifying strategies for improvement and disseminating developments across the school;
- support the setting and evaluation of school targets, using performance data to inform target setting and lead staff in a regular review of progress against targets ensuring high levels of attainment for all pupils;
- contribute to the school self-evaluation process, identifying areas for development, liaising with others where required and incorporating the outcomes in planning;
- monitor the quality of teaching and learning across the Lower School, contributing to the school's performance development process through coaching, mentoring and training colleagues;
- support the effective deployment of support staff (TAs and LSAs) and resources across the school;
- support colleagues experiencing difficulty, including generating short-term action plans with specific targets and monitoring progress towards these targets;
- play a full part in the life of the school community, supporting the ethos of the school, and encouraging staff, pupils and parents to do likewise;
- establish rules and values for the Lower School and measures for promoting among children proper regard for others, understanding of school rules and self-discipline
- ensure personal professional development, being up-to-date with national and local developments, contributing to school networks and clusters and keeping others informed;
- support the Head of the Lower School and the Senior Leadership Team in developing and maintaining effective communication between all school stakeholders.

This job description defines the role of Assistant Head of Lower School. The remit of this role may be changed at any time at the Executive Headteacher / Head of Lower School's discretion.

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

Job descriptions are reviewed regularly and may be amended following discussion with the post holder.

This job description should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD).

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Qualified Teacher Status
- All other appropriate academic qualifications including the completion of Induction for qualified teachers
- Good Degree
- Clear evidence of continuing professional development
- NASEND, NPQ for SENDCOs or equivalent qualification or already committed to a SENDCO qualification course

Desirable

- NPQML/NPQSL/Teaching Leaders

KNOWLEDGE AND EXPERIENCE

Essential

Clear evidence of

- Successful Middle Leadership
- Successful experience leading a team
- Developing other middle leaders
- Raising pupil achievement
- Motivating and managing pupils in large numbers and individually
- Holding others to account and appropriately challenging underperformance
- Line-management / performance management of other staff
- Communicating effectively with parents, governors and outside bodies

Desirable

- Evidence of work with a range of stakeholders
- Evidence of innovative practice
- Experience at Senior Leadership level

SKILLS AND ABILITY

Essential

Ability to

- Lead whole school developments by securing trust of stakeholders
- Assess and promote pupils' progress in a variety of ways including strategic planning to raise standards
- Lead and motivate teams, acting as a 'critical friend'
- Monitor performance and address areas of concern
- Research and write clear concise reports
- Demonstrate good interpersonal skills and communication skills even under pressure
- Be a role model by demonstrating the highest standards of professional conduct, optimism and a solution focussed approach

EQUAL OPPORTUNITIES

Essential

- Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment
- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities

CHILD PROTECTION

Essential

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

DISPOSITION

Essential

- Interest in children as individuals, as well as how they learn and develop
- Commitment to the comprehensive ideal, social inclusion and to raising standards for all pupils
- Commitment to 'bridging the gap' for our disadvantaged pupils
- Belief in the importance of teamwork and a collaborative approach
- Ability to build supportive working relationships with colleagues
- Commitment to and understanding of collective responsibility and distributed leadership
- Excellent organisational, interpersonal and communication skills
- Willingness to work outside the timetabled day and week
- Willingness to change duties in light of the needs of the school
- Willingness to attend courses outside the school day
- Commitment to developing oneself and others
- Belief in a growth mindset
- A flexible approach and a sense of proportion
- Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour