

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/SENCO OF LOWER SCHOOL INFORMATION PACK

**Permanent, fulltime role: Inner London Leadership Pay Scale (L6 – L10)
Required from: January 2027**

**Closing date: noon on Wednesday 7th October 2026
Interviews: w/c 12th October 2026**



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



Welcome to Preston Manor School

I am proud to lead our wonderful all-through school as we continue our journey, making every young person's school experience memorable by striving for excellence.

Our school is a vibrant, happy school where our young people join us in Reception and can stay with us all the way through until the end of Year 13. It is truly a unique experience that we have to offer and one that is centred on our strong partnership with our students and their families, realising each individual's potential.

Our school is part of our community - and our community shares the pride that we have in our performance. We have consistently high performance in our public examinations as well as providing many opportunities outside the classroom to develop and nurture our young people as we prepare them for 21st Century society.

We are an inclusive school where every individual is valued and diversity is celebrated. We are committed to equality of opportunity, and we are rightly proud of our caring and nurturing ethos. Visitors to our school always comment on how warm, friendly and welcoming our school is.

At Preston Manor we seek to provide an education that enables our students to gain university places of their choice, the desire to continue lifelong learning, the skills needed to be successful in the workplace, and the ability to be emotionally aware. It is our ambition for students to leave us well-prepared to be an active citizen of both today and the future.

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

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.

Preston Manor School

Established in 1938, Preston Manor School is a thriving, inclusive all-through school serving its local community. It operates across two sites, with a Lower School (Reception to Year 6) and an Upper School (Year 7 to Sixth Form), supporting students throughout their entire educational journey.

The school has a committed staff and Governing Body alongside a supportive parent body. The school is known for strong academic performance, consistently exceeding national averages, and for its commitment to developing well-rounded individuals. With extensive outdoor space, students benefit from both academic and outdoor learning opportunities.

At its core, the school promotes three key values:

1. **Ambition** – encouraging students to aim high
2. **Responsibility** – fostering accountability for self and others
3. **Excellence** – striving for the best outcomes for everyone

The role

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

They will become part of an experienced and committed Senior Leadership Team, with leaders who have been at the school for 10 years. The school has a well-established reputation for academic success, with all Year 6 outcomes consistently above national averages.

The successful candidate will lead the school in ensuring that our SEND provision is outstanding and that our SEND pupils make excellent progress. They will also take responsibility for leading a phase within the school.

To support leadership development, roles and responsibilities within the Senior Leadership Team are rotated at appropriate intervals, ensuring that all leaders have opportunities to gain a broad range of leadership experiences and access appropriate continuing professional development (CPD).

In addition, the successful candidate will lead and take accountability for an area of the Ofsted Framework. They will be accountable to the Headteacher of the Lower School and the Executive Headteacher of the school.

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.

Application Process

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>

Preston Manor School will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

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