



## **PRESTON MANOR SCHOOL**

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

Head of Upper School: Mr. Stuart Taylor

Email: [info@preston-manor.com](mailto:info@preston-manor.com) | Tel: 020 8385 4040

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

Head of Lower School: Mr. Kevin Atkinson

Email: [lowerschooladmin@preston-manor.com](mailto:lowerschooladmin@preston-manor.com) | Tel: 020 8385 4089

**Executive Headteacher:** Mr. Russell Denial | Website: [www.preston-manor.com](http://www.preston-manor.com)

# **CLASSTOOM TEACHER (LOWER SCHOOL) INFORMATION PACK**

**Permanent, fulltime role: Inner London Main/Upper Pay Scale  
Required from: September 2023**

**Closing date: noon on Friday 24<sup>th</sup> March 2023  
Interviews: w/c 27<sup>th</sup> March 2023**



***Making School Memorable by Striving for Excellence***



Dear Applicant,

Thank you for your interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to develop your career in a highly aspirational All-through school. Our Lower School currently has children in Reception through to Year 6 and our Upper School continues to develop 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.

Preston Manor has a creative climate of success with results exceeding national averages among a diverse and truly comprehensive school community. We are proud of the feedback from visitors we often receive on our positive ethos and how warm and welcoming our School is.

Our children and students respond to the challenges of learning with enthusiasm and excitement and are as keen to succeed as their teachers. Teaching and support staff are committed and hardworking, friendly and sociable and there is a strong emphasis on professional development in an innovative and supportive atmosphere.

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.

I do hope that you will consider applying to join this 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 pupils 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 pupils.

We value working in partnership together with our young people to achieve the best outcomes for every pupil 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 pupil 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 pupil 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 it's staff.

**We are looking for teachers who:**

- have high expectations of pupils' behaviour and achievement
- are child-centred in their approach
- are willing to run after school clubs and booster sessions
- are willing to run a school choir
- have excellent organisational and interpersonal skills
- have the ability to work well in a team
- are able to develop excellent relationships with our children and parents

**We offer:**

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious pupils
- 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 Teach First training

The school welcomes applications from Early Career Teachers (ECT). As an ECT at Preston Manor, in addition to receiving weekly mentoring from a subject mentor, a member of the senior leadership team will also support your development and wellbeing. You will attend our bespoke professional studies programme to develop your pedagogy and ensure you make rapid progress towards meeting all of the teaching standards. We are also lucky to have three leading practitioners working at the school, who also support with the development of our ECTs.

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 **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

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

### **Main duties and Responsibilities:**

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- To set high expectations which inspire, motivate and challenge pupils.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all pupils.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of pupils in line with school policy.
- Complete school reports for parents/carers on pupils' attainment and progress in line with school procedures.
- Provide pupils with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the pupil both in school and elsewhere.
- Manage pupils' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development
- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Class Teacher as required.
- Produce and maintain attractive classroom displays.
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with pupils.
- To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

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
- Good Degree
- Ability to teach across subject areas

### Desirable

- Good honours degree
- Further professional qualifications

## KNOWLEDGE AND EXPERIENCE

### Essential

- Experience of teaching in the phase
- Clear evidence of successful teaching across the full ability and age range
- Monitoring and evaluation
- Good practice in social inclusion
- Good time management skills
- Good knowledge of the National Curriculum
- Good communication, administration and organizational skills
- Effective management of student behaviour
- Provision for SEND, vulnerable and “at risk” children

### Desirable

- Successful use of data and tracking (Target Tracker)
- Successful use of 2Simple Assessment Software
- An understanding of how Assessment for Learning approaches can be used to enhance pupils’ performance
- Experience of working with SEN/EAL pupils
- Secure subject knowledge across the Primary Curriculum

## SKILLS AND ABILITY

### Essential

- Emotional literacy and empathy for all young people
- Positive attitude towards school improvements and raising achievement
- Dynamic and innovative approach to teaching and learning developments within a department
- Ability to model effective teaching methods and work with others in the development of teaching and learning of the most able
- Able to work in such a way as to secure the professional respect of colleagues and be adept at developing the knowledge, skills and understanding of those colleagues
- Ability to assess and promote pupil progress and their needs in a variety of ways
- Good interpersonal and communication skills
- Effective organisational skills and the ability to meet deadlines
- Ability to work strongly in a team both within the school and department
- Ability to form and maintain excellent relationships with parents

### Desirable

- Experience of running clubs
- Ability to present new approaches to teaching and learning both at department and whole school level

## **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, fundamental British values\*\* and Co-operative values\*\*\*

### **Desirable**

- Proven track record of improving attainment for targeted groups of learners
- Able to develop best practice through wide range of imaginative approaches

## **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**

- To be interested in pupils as individuals and how they learn
- To display a warm and approachable demeanour
- A flexible approach and sense of humour
- To display a professional manner
- To be positive and constructive
- To be resilient and assertive
- Empathetic and sensitive to differing viewpoints
- Belief in the importance of teamwork
- A flexible approach to changing environments
- Commitment to the comprehensive ideal, social inclusion and to raising standards for all pupils
- Willingness to contribute to extra-curricular activities within the Lower School

### **Desirable**

- Experience of undertaking whole school duties and responsibilities
- Ability to plan strategically to meet goals
- Engagement in own continuous professional development

\*\* Fundamental British values – democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs

\*\*\* Co-operative values – self-help, self-responsibility, democracy, equality and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others