

## PRESTON MANOR SCHOOL

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

Head of Upper School: Mr. Tom Phillips

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)



# HEAD OF ENGLISH INFORMATION PACK

**Permanent, fulltime role: Inner London Teachers Pay Scale + TLR 1d £16,553**  
**Required from: September 2025 or sooner**

**Closing date: noon on Tuesday 18<sup>th</sup> March 2025**  
**Interviews: w/c 24<sup>th</sup> March 2025**



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



Dear Applicant,

Thank you for expressing an 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 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.

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.

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.

This is an exciting opportunity for an experienced leader and teacher of English who is passionate about teaching the subject they love. You will be working with a dedicated team of teachers and will be teaching students with a real passion for the subject. Many of our students progress on to English Literature in our 6<sup>th</sup> Form and our English outcomes have been high across many years.

The successful candidate will have the vision, creativity and experience to drive the continued development of the English Department. They will join an energetic school which strives to ensure that all students enjoy learning and surpass expectations for achievement.

The successful candidate would be expected to be able to teach at all Key Stages. They will be expected to lead the department as a whole and line manage key post holders within it.

**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](mailto:hadmin@preston-manor.com) or download the pack from our website at [www.preston-manor.com](http://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 students.
- 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 students.
- 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 students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' 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 Form Tutor 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 students.
- 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).

### **Responsibilities of the Head of English, in addition to the generic classroom teacher's responsibilities:**

### **JOB PURPOSE**

To lead a team of subject teachers and to be responsible for:

- The work of those teachers
- The development of the subject, both its long-term curriculum and resources planning and effective day-to-day teaching
- The care of staff and students in the subject area
- Raising standards and improving examination results
- Making a significant contribution to the development and implementation of school policies that create a positive learning culture

In addition to carrying out the professional duties of a teacher other than an Executive Headteacher, as described in the Teachers' Pay and Conditions Document, he/she will be responsible to the Executive Headteacher for the generic areas listed below. A Head of Department (HoD) may delegate any of these duties to staff in the Department but retains overall responsibility.

## **KEY TASKS**

### **Generic Responsibilities:**

#### **Staff**

Effective oversight of each member of the Department:

- Ensuring that attendance, classwork and homework are checked and marked and accurate records are maintained
- Ensuring that lessons are at an appropriate linguistic and conceptual level for all students in the class, especially when the groups are of wide mixed abilities
- Commenting on the standard of students' work and giving staff disciplinary support and advice

Liaising with the designated person in charge of cover when a member of staff is absent and making arrangements for the setting of cover work.

Delegation and co-ordination of duties within the Department:

- Devising a suitable responsibility structure within the Department
- Drawing up appropriate job descriptions and ensuring that specified duties are carried out
- Publicising school policies and ensuring that they are followed
- Initiating and leading formal Department discussions on school and subject matters, ensuring the presentation of agendas for Department meetings, discussion and information documents for the Department and the writing of minutes of meetings which should be sent to the Executive Headteacher and Line Managers;
- Keeping clear records and minutes of decisions, meetings, interviews and correspondence
- Representing the views of the Department in consultative meetings to senior management
- Encouraging the professional development of teachers, including in-service training and career development
- Performance Management of designated staff
- Following Disciplinary, Capability and Competency procedures when necessary

Ensuring that the Department is appropriately staffed in conjunction with the Line Manager and Executive Headteacher:

- Leading on recruitment of new staff, including advertising posts, shortlisting of applications and managing resources and arrangements for interviews
- Ensuring effective induction of new staff
- Liaising with tutor-in-charge of Student Teachers (STs) to plan timetables, arrange preliminary visits and clarify Department policy
- Providing appropriate support for STs including lesson planning, observation and preparation of reports and ensuring continuity for their classes

The school is over two sites and there may be times when colleagues are expected to work across both sites with students.

## **Students**

The oversight of work and behaviour of all students within the Department:

- Monitoring achievement in each class by looking at schemes of work, examining exercise books, visiting lessons and talking to teachers
- Taking appropriate action when a cause for concern is identified

Ensuring tutors, parents and Directors of Student Development (DSD) are informed of the progress of students:

- Maintaining an accurate assessment record for each student in line with the whole school assessment policy
- Regularly analysing examination and assessment results to identify progress and underachievement across the subject

Maintaining the highest standards of student conduct and behaviour:

- Formulating clear Department disciplinary procedures, consistent with school policies
- Advising and assisting teachers over individual students and classes, taking disciplinary action where necessary
- Ensuring that DSDs' are consulted over concerns and informed of action taken

Allocation of groups where appropriate and preparing advance lists for updating by teachers, DSD and SLT.

Consulting with the SENDCO and EAL Co-ordinator to identify strategies to support individual students.

Advising students over choice of courses in conjunction with DSDs' and careers advisors.

Liaising with IT, Careers and PSHE Co-ordinators as when and where appropriate.

## **Curriculum**

Leading the Department's curriculum planning consistent with whole school objectives, having regard for the National Curriculum and local and national strategies:

- Leading and supervising approaches to learning and teaching within the team and advising on materials and classroom management strategies
- Embodying curriculum and teaching approaches in comprehensive schemes of work, homework schedules and extra-curricular programmes
- Advising on specific strategies to differentiate work for students at all levels
- Encouraging an appropriate and challenging programme of extracurricular activities ensuring continuous review of curriculum content and approaches to learning and teaching
- Liaising with other teaching and support staff to promote integration and development of the curriculum
- Liaising with external stakeholders (local industry, community, primary schools, inspectors etc.) to broaden the curriculum
- Actively contributing to whole school curriculum development
- Publicising and interpreting agreed curriculum policy for Department staff and ensuring its implementation

## **Timetable**

- Reviewing timetable arrangements with the SLT Line Manager as and when required

- Deducing staff requirements, checking against available staff and notifying credit/debit as far as possible to the Executive Headteacher and Head of Upper School late in the Spring Term;
- Issuing and explaining timetable to staff and consulting with them over requirements for the forthcoming year

### **Internal Assessments and Public Examinations**

- Arranging details of internal examinations, preparing marking schemes where appropriate and checking results
- Submitting external examination entries to the Examinations Officer by agreed deadlines and checking examination timetables
- Informing relevant staff on examination entry lists, changes of examination policy or subject specific arrangements
- Liaising with the Examinations Officer over the administration of end of year assessments

### **Parents**

- Providing information to parents and colleagues about the work of the Department and the progress of students
- Responding to parental concerns after consulting with appropriate staff and ensuring that accurate records of correspondence are passed to DSD and/or the Line Manager
- Preparing the Department sections of all school brochures and handbooks

### **Resource Management**

- Checking on the accommodation allocated to the Department and reporting any damage to the Site Manager
- Maintaining a stimulating and ordered appearance of teaching rooms and ensuring the effective use of classroom display across the Department
- Planning, ordering and co-ordinating all Department resources for learning
- Oversight of an efficient stock control system
- Ensuring the security of rooms, equipment and software
- Managing the Department Budget
- Managing financial resources effectively and efficiently, in accordance with the financial regulations of the school, including requisitions and the careful checking of all goods and services, prior to the authorisation for payment
- Ensuring that the school's Health and Safety Policy is publicised and followed and for reporting any health and safety hazards to the Director of Finance and Operations. This is particularly crucial in practical areas.

### **Specific responsibilities:**

- Ensuring GCSE and A Level course results meet or exceed targets
- Supporting and monitoring all key stage co-ordinators in innovative curriculum development, taking an active role where appropriate in sharing innovation across the whole school
- Ensuring uptake of literature, communication and language post 16 remains high
- Ensuring existing enrichment activities are carried out across the key stages
- Developing and monitoring the use of IT in teaching and learning across the curriculum to raise achievement across the key stages. This is to include the use of IWB and individual and group IT teaching strategies
- Developing the resources available to students through the school's IT resources, website and school e-learning environments



- Developing, maintaining and monitoring the use of yearly databases of student's prior data to be used in target setting and monitoring of achievement

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
- Ability to teach across subject areas

#### Desirable

- MA (or enrolment in programme)
- Middle leader qualification

### KNOWLEDGE AND EXPERIENCE

#### Essential

- Experience of leading, coordinating and monitoring across an English Department or of a significant area within a English Department (e.g. KS3/KS4/KS5, Teaching and Learning)
- Clear evidence of line managing a team of staff
- Clear evidence of successful teaching across the full ability and age range and at examination level (including A Level)
- Clear evidence of raising student achievement within a successful department
- Experience of raising the achievement of targeted groups as identified by the Senior Leadership Team
- Implementing curriculum development that has led to raising standards/improvements in the departments teaching and learning / assessment for learning
- Up to date knowledge of the English National Curriculum
- Strategies for social inclusion, personalised learning and differentiation across a mixed ability range
- Current national developments in education, teaching and learning

### **Desirable**

- Experience of teaching/leading curriculum development outside the subject area
- Experience in more than one school

## **SKILLS AND ABILITY**

### **Essential**

- Effective organisational skills and the ability to meet deadlines
- Ability to gather, analyse and interpret data for effective target setting
- Dynamic and innovative approach to teaching and learning developments within a department
- Ability to plan strategically in order to raise achievement
- Ability to model effective teaching methods in order to raise achievement
- Ability to assess and promote student progress in a variety of ways
- Good interpersonal and communication skills
- Confident use of ICT
- Ability to lead and influence others
- Ability to plan strategically in order to raise achievement
- Ability to build positive working relationships with colleagues and provide support through coaching/line management
- Ability to write clear concise reports
- Ability to carry out lesson observations, provide feedback and set suitable targets
- Ability to lead, manage and implement changes to the curriculum
- Ability to motivate and effectively manage students in large groups and individually

### **Desirable**

- Willingness to help formulate and implement equal opportunities policies

## **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**

- Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
- To be interested in students as individuals, how they learn and in developing ways of removing barriers to learning
- Interest in developing interventions to counteract disadvantage, prevent underachievement and improve the literacy levels of all students
- To believe in the importance of teamwork and a collaborative approach
- Commitment to and understanding of collective responsibility and distributed leadership

- Willingness to attend outside meetings and to work outside the timetabled day
- Flexible approach and a sense of proportion
- Ability to work hard with competing deadlines, prioritising appropriately and maintaining good humour
- To display a warm and approachable demeanour
- To display a professional manner
- To be positive and constructive
- To be resilient and assertive
- Empathetic and sensitive to differing viewpoints