

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



HEAD OF YEAR (UPPER SCHOOL) INFORMATION PACK

**Permanent, fulltime role: Inner London Teachers Pay Scale plus TLR 1b £12,522
Required from: September 2026**

**Closing date: noon on Monday 18th May 2026
Interviews: Thursday 21st 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.

Preston Manor is a high achieving and successful school and is looking for an excellent teacher to lead a year group of students and a tutor team across a designated year group (Years 7-11).

If you wish to be a part of our thriving community, the successful candidate will have the vision, creativity and experience to secure the pastoral care, and drive the academic development of students alongside teaching their subject. They will join an energetic school which strives to ensure that all students have the highest standards of behaviour, enjoy learning and surpass expectations of achievement.

The successful candidate will be expected to be able to teach at all Key Stages.

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 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

JOB PURPOSE:

To monitor the academic, social and personal progress of all students in the year group allocated to them and to identify appropriate strategies and interventions to ensure that all students fulfil their potential.

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).

In addition to carrying out the professional duties of a teacher other than an Executive Headteacher, as described in the School Teachers' Pay and Conditions Document (STPCD), the Head of Year (HoY) will be responsible to the Executive Headteacher for the following specific areas:

KEY TASKS:

Leadership of the Year Team

Work closely with a member of SLT to ensure that the aims, ethos and objectives of the school are achieved.

- Ensure that Year Team meetings are held regularly with a published agenda and minutes. Views expressed by HoY and tutors should be represented to the SLT and relevant discussion between HoY and SLT should be reported back to the year team.
- Ensure that Assistant Director of Student Development (ADSD) and other tutors fulfil their duties as specified in their job descriptions.
- Provide support and professional expertise in resolving issues with less experienced staff, and to ensure that these are used as training to develop those staff.
- Play an active role in encouraging the professional development of the ADSD and other tutors and implement the school's Performance Management policy with respect to year team staff.

Raising Student Achievement

- Monitor attendance, punctuality and exclusions of students in the year group and develop and implement plans to improve these.
- Ensure that tutors develop their tutor groups so that all students feel that the school is doing as much as it can to develop their social and academic potential.
- Ensure that standards of behaviour and self-organisation are high among students, as set out in the Home-School Agreement and student Code of Conduct.
- Devise a variety of strategies and sanctions for students who do not conform to the school's Code of Conduct, do not complete class or homework or who consistently under-perform.
- Supervise any student on daily report.
- Support with the implementation and review of the PSHE and Citizenship programmes in collaboration with appropriate senior or middle management, colleagues and with the year team.
- Ensure that all students use their planners constructively.
- Evaluation of all pastoral work, taking appropriate courses of action as a result.
- Monitor students' academic, social and personal progress on a regular and systematic basis, and provide regular feedback for the student, their tutor, academic staff and parents and implement strategies for improving and sustaining high standards of student achievement.
- Have clear oversight for the year of all data, including academic, attendance and behaviour and analysis of each throughout each term.
- Co-ordinate activities to enrich the personal development of students in the year, to support their learning outside the classroom and their future.
- Take a lead on the coordination and conduct of formal assessments for the year group.
- Organise timetables for year assessment weeks through liaison with Heads of Departments and to be involved in curriculum planning and evaluation through line management and with Heads of Department.
- Take a lead in induction and curriculum counselling at transitional points.
- Conduct regular work reviews with students, parents and senior staff.

Communication and Liaison

- Organise and maintain good communications with staff in general and be responsible for planning regular team meetings with published agendas and minutes.
- Full involvement in HoY, departmental and line management meetings.
- Arrange appropriate meetings with parents.
- Organise a representative from the year team or Safeguarding team to attend any relevant case conference.
- Liaise closely with any relevant external support service, including the Educational Welfare service, the Educational Psychological service, the Secondary Support service, medical services, police, careers service and Social Services on a regular basis and ensure adequate review and follow-up, including the drawing up of Pastoral Support Plans (PSPs), where relevant.

- Arrange activities such as assemblies, encouraging tutor and tutor group planning and participation, aiming to establish the year as a community within the school and as a group, with parents, with its own particular identity.
- Co-ordinate Parents' Meetings with SLT and be responsible for telephone reminders about Parents Meetings for all students at risk of underachieving.
- Correspond with parents and outside agencies where necessary or appropriate, ensuring that copies are placed on file.
- Accountability to governors, parents, community, students and SLT for the pastoral contribution of the year team.
- Organise events that facilitate parents' creative and productive involvement in the school.
- To be responsible for casual admissions to the year group in collaboration with relevant member of the SLT.
- Be available for students, staff and parents at the beginning and end of the school day.

Students' Personal and Social Development

- Organise through liaison with Heads of Department a range of extra-curricular activities so that all students have an opportunity to participate in a variety of clubs and to monitor attendance at those activities in order to ensure social inclusion.
- Take year assemblies which include not only information but also the celebration of achievement and the promotion of student's moral, ethical and spiritual awareness.
- Monitor and support the wellbeing, mental health and healthy lifestyle of the students.
- Regularly promote and signpost opportunities for students to support their mental health and wellbeing.
- Co-ordinate the year council and organise the year council meetings.
- Monitor equal opportunities.
- Devise a variety of rewards strategies for the celebration of achievement and sanction for students who do not conform to the school's Code of Conduct, to not complete class or homework or who consistently under-achieve.
- Run induction programmes for students at transitional points and to mark transition with appropriate events and activities.
- Foster in students an awareness of, and care for the environment encouraging active involvement.

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
- Clear evidence of continuing professional development

Desirable

- MA (or enrolment in programme)

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of leading a team
- Clear evidence of successful teaching at examination level
- Clear evidence of raising student achievement and attitude to learning
- Monitoring and evaluation
- Good practice in social inclusion
- Good time management skills
- Good communication, administration and organizational skills
- Effective management of student behaviour
- Provision for SEND, vulnerable and “at risk” children
- Ability to plan strategically to promote and raise student achievement
- Strategies of improving student’s wellbeing
- 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

Desirable

- Experience in more than one school
- Evidence of work with a range of stakeholders

SKILLS AND ABILITY

Essential

- Ability to manage whole school developments
- Evidence of good organisational skills
- Ability to encourage students’ progress and identify underachievement in a variety of ways
- Ability to build supportive working relationships with colleagues
- Evidence of ability to lead a team
- Good interpersonal and communication skills
- Evidence of good research skills
- Ability to write clear concise reports
- Ability to motivate and to effectively manage students in large numbers and individually
- Ability to communicate effectively with parents and outside bodies
- Positive attitude towards school improvements and raising achievement
- Effective organisational skills and the ability to meet deadlines
- Ability to work strongly in a team both within the school and year

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

Desirable

- Willingness to help formulate and implement equal opportunities policies

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

- Flexible approach to changing environments
- To be interested in young people, how they learn and in developing ways of removing barriers to learning
- Commitment to the comprehensive ideal, social inclusion and to raising standards for all students
- Willingness to contribute to extra-curricular activities within the school
- To believe in the importance of team work and a collaborative approach
- Commitment to and understanding of collective responsibility and distributed leadership
- Willingness to change duties in light of the needs of the school
- Willingness to attend meetings and courses outside the school day
- A flexible approach and a sense of proportion
- Ability to work hard with competing deadlines, prioritizing appropriately and maintaining good humour