

PRESTON MANOR SCHOOL

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

Head of Upper School: Mr. Tom Phillips

Email: 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 | Tel: 020 8385 4089

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



SECONDARY SCHOOL HIGHER LEVEL TEACHING ASSISTANT (HLTA) FOR COMPASS AUTISM PROVISION INFORMATION PACK

Permanent Vacancy

36 hours per week, Term Time plus 5 inset days

Salary – Scale SO1, spinal point 23 – 25 plus Outer London Weighting (£37,947 - £39,940 pro rata)

circa £33,476 – £35,234 (inclusive of Outer London Weighting)

Required from: December 2026 or sooner

Closing date: noon on Friday 6th November 2026

Interviews: w/c 9th November 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

We are excited to appoint an enthusiastic and dedicated Higher Level Teaching Assistant to join Compass, our specialist provision for students with Autism. This is a rewarding opportunity to make a meaningful difference to the lives of some of our most vulnerable students.

As part of the Compass team, you will play a central role in ensuring that students with Education, Health and Care Plans (EHCPs) receive the highest quality support, both within the provision and across the wider school. You will work closely with families, teaching staff and external professionals, delivering targeted interventions and advocating for students across all areas of school life. We are looking for someone with experience supporting students on the autism spectrum, including leading on KS3 transition.

We would particularly welcome applications from candidates who hold, or are working towards, HLTA status as well as a good understanding of exam access arrangements, including organising and managing accommodations to ensure every student can demonstrate their full potential. Strong communication skills, a collaborative approach and a genuine passion for inclusive education are essential.

If you are ready to bring your expertise and commitment to a provision where your contribution will truly be valued, we would love to hear from you.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

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>

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 **hradmin@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 Post

- Undertake a specialist role, drawing on relevant expertise, to ensure all students with Autism can access the curriculum.
- Complement the work of the Learning Support Department and wider school staff, contributing to the progress and wellbeing of all students, with particular focus on those with SEND.
- Support students with a wide range of individual needs within a highly specialised provision, helping them reach their full potential and integrate successfully into school life.
- Take a lead role in supporting and upskilling staff to provide effective accommodations and support for students with Autism.
- Plan, deliver and assess individual and small-group teaching within the provision and in mainstream, as appropriate.
- Lead on KS2 to KS3 transition for students with EHCPs and their families.

Principal Accountabilities and Responsibilities

- Work collaboratively with departmental and school colleagues and external professionals as part of a multi-disciplinary team.
- Raise awareness and acceptance of Autism Spectrum Condition across the school community, including leading the Inclusion Ambassadors programme and organising awareness events.
- Champion inclusive education, supporting students' diverse needs in and out of the classroom, including during unstructured times such as break and lunch.
- Build constructive, emotionally attuned relationships with students, adapting interactions to individual needs.
- Act as key worker for identified students: administering EHCPs, writing and maintaining ISP targets, completing Annual Reviews, and providing feedback to students, parents/carers and staff, including at parents' evenings and other events.
- Maintain high standards of professional behaviour towards colleagues, parents, students and external professionals, and maintain a safe, positive learning environment.
- Comply with school policies, including Equal Opportunities, Child Protection, Health & Safety, Confidentiality and Data Protection, reporting concerns as appropriate.

Student Support

- Plan, deliver and assess interventions, including 1:1 lessons and small groups.
- Create differentiated resources tailored to individual needs.
- Work alongside subject teachers to help students access the curriculum, taking a lead role in supporting participation in group and oral work.
- Consistently use the SEN Feedback Policy in lessons, and support the wider implementation from the rest of the Learning Support Team.
- Promote self-esteem, independence and successful social interaction, encouraging positive peer relationships.
- Ensure students remain on task and complete set work, and support their safety and integration, including physical and sensory needs.
- Support students' physical, medical and therapy needs where required (training provided).
- Deliver support programmes such as social skills, emotional literacy and PSHE sessions.
- Provide advice and training for non-specialist colleagues, students and parents/carers on effective strategies to support students with Autism.

Staff Support and Development

- Act as a guide and mentor for Learning Support Assistants, including inductions and both informal and formal training.
- Provide detailed feedback to Key Workers, Year Link staff and subject staff on student progress, achievements and concerns.
- Support colleagues in developing confidence and skill in differentiation and inclusive classroom practice.

Exam Access Arrangements

- Administer routine tests and invigilate examinations, ensuring students receive appropriate access arrangements in compliance with the Equality Act 2010.

General Responsibilities

- Attend planning and preparation meetings, departmental meetings and whole-staff meetings as required.
- Take part in regular in-service training, keeping up to date with developments in Autism practice and education more broadly.
- Accompany teaching staff on trips and school activities, taking responsibility for a named student or group under teacher supervision.
- Contribute to the development, implementation and evaluation of reports and Annual Reviews.

Other Duties and Accountabilities

- Work with the Manager of Compass to facilitate a supportive, autism-friendly transition from Year 6 to KS3, in partnership with primary schools and families.
- Lead on Year 6 to Year 7 transition activity, including attending Annual Reviews and collating student and parent voice for the AEN booklet.
- Build strong working relationships between Compass, the Local Authority and partner primary schools, promoting a clear understanding of Preston Manor's offer for students with Autism.
- Undertake any other duties commensurate with the role, as directed by the Manager of Compass, SENCO, SEN Managers or the Senior Leadership Team.

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Additional responsibilities

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes
- Demonstrate an understanding of the business aspects of schools
- Experience of working in a fast-paced environment

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy

- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be required from time to time.

SAFEGUARDING / CHILD PROTECTION

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

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.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- GCSE (or equivalent) in English and Maths at grade C/4 or above.
- HLTA status, or working towards it.

Desirable

- Relevant qualification in Autism, SEND or child development (e.g. Level 3/4 SEN qualification or Autism-specific training).

KNOWLEDGE AND EXPERIENCE

Essential

- Experience supporting students with Autism Spectrum Condition in an education setting.
- Experience working with students who have Education, Health and Care Plans (EHCPs).
- Experience planning, delivering and assessing individual and small-group interventions.
- Knowledge of Health and Safety legislation, GDPR and safeguarding processes.
- Experience of working effectively in a fast-paced environment.

Desirable

- Experience supporting KS2 to KS3 transition for students with SEND.
- Understanding of exam access arrangements and reasonable adjustments.
- Understanding of the business aspects of school operations.

SKILLS AND ABILITIES

Essential

- Ability to build effective working relationships with students, parents/carers and colleagues.
- Strong written and verbal communication skills, at all levels.
- Ability to work collaboratively as part of a multi-disciplinary team.
- Excellent organisational skills, with strong attention to detail and the ability to prioritise a varied workload.
- Excellent IT skills and ability to make and prepare high quality resources.
- Ability to use initiative and exercise discretion, tact and diplomacy.
- Ability to remain calm and effective under pressure and meet deadlines.
- A creative, solution-focused approach to supporting students' individual needs.

Desirable

- Experience of mentoring, Line Managing or supporting the development of other support staff.
- Experience of working with challenging students.

EQUAL OPPORTUNITIES

Essential

- A commitment to promoting equality of opportunity and inclusion for all students and staff.
- An understanding of, and commitment to, safeguarding and promoting the welfare of children and young people.