

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



HIGHER LEVEL TEACHING ASSISTANT (HLTA) WITH PHYSICAL DISABILITIES FOCUS 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 (£34,251 - £36,945 pro rata)
circa £30,215 – £31,864 (inclusive of Outer London Weighting)

Required from: December 2024

Closing date: noon on Wednesday 6th November 2024

Interviews: w/c Monday 11th November 2024



Making School Memorable by Striving for 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 is undergoing 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 support 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



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.

We are seeking a Higher Level Teaching Assistant specializing in coordinating support and advocating for students with Educational Health Care Plans (EHCP) and medical or physical impairments.

As an HLTA working in the Upper School you will be committed to inclusive education by working in mainstream classes, delivering high-quality support and intervention. You will also be expected to collaborate with families and other professionals to ensure exceptional care for students with EHCPs who have specific medical needs such as diabetes or a visual impairment, for example.

We are looking to appoint an HLTA with good literacy, numeracy and communication skills as well as someone who shows initiative and flexibility, and is able to relate to students from 11 to 18 years of age. We are particularly keen to hear from someone who holds HLTA status and has experience of working with people who have medical needs.

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.

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

Job Purpose

- To undertake a specialist role utilising relevant expertise to ensure that all students with EHCPs and a medical disability are able to access the curriculum.
- To complement the work of the Learning Support Department and wider school staff by contributing to the progress and well-being of all students, but with special focus on those with SEN.
- To address a wide range of students' individual needs relating to a range of impairments.
- To assist students to reach their full potential and to support the implementation of strategies that will help students with various medical difficulties integrate in all aspects of school life.
- To take a lead role in supporting staff, ensuring that they are able to and confident with, providing appropriate differentiation and support.
- To plan, deliver and assess individual and small group teaching to students.
- To take a lead on coordinating the provision for students with medical disabilities in collaboration with the students' parents, the school's Welfare Officer (implementing the HCP) as well as specialist external services.

Principal Accountabilities and Responsibilities

- To work collaboratively with departmental/school colleagues, students' parent/carers and outside professionals as part of a professional team.
- To take a role in supporting all aspects of learning for students with EHCPs and medical needs, including students in the mainstream and in both additionally resourced provisions.
- To raise awareness and acceptance within the school community of students with special educational needs, and especially those with medical disabilities, through organising training opportunities, organising awareness events and facilitating opportunities to develop their cultural capital.
- To be committed to the principle of Inclusive Education by supporting students' diverse needs both in and out of the classroom environment and provide support during unstructured times, such as break and lunch times.
- To establish constructive relationships with students and interact with them according to their individual emotional needs
- To act as a key worker by providing feedback to students, parents/carers and other relevant staff on progress and achievements as well as administering their EHCP, writing and maintaining personalised action plans including completing their Annual Reviews. This includes attending after school events such as parents' evening and other open evenings.
- To actively respond to students' diverse needs both in and out of the classroom environment as well as providing support during unstructured times including break times, lunchtimes and before/after school.
- To support identified students by:
 - Supporting the implementation and routine updates of their Health Care Plans;
 - Leading on training/loudly advocating for their accommodations and needs to staff, students and across the community;
 - Creating differentiated resources/access to support students' individual needs;
 - Identifying and championing opportunities to develop successful social interaction and encouraging peer support;
 - Following the SEN Feedback Policy for in-class supported lessons;
 - Taking a lead role in assisting students to join in groups and verbal work;
 - Working alongside the Subject Teachers in lessons to help students access the curriculum;
 - Taking a lead role in assisting students to join in group and oral work;
 - Promoting self-esteem by praising effort and ensuring identifiable success in the classroom;
 - Encouraging students' independence in all areas of life;
 - Helping with therapy programmes when necessary [Training will be provided].

- To plan, assess and deliver learning activities to individuals or groups, working with individual students and with departments to meet the needs of students with SEN across key stages 3, 4 and 5 both in smaller groups and in mainstream classes.
- To act as a mentor / line manager for LSAs (e.g. inductions, informal training, etc).
- To advocate for the needs and inclusion for students with EHCPs and medical disabilities in the school and in the community.
- To work with the school's Welfare Officer in managing a variety of medical conditions, like diabetes or epilepsy, for students with EHCPs.
- To foster strong professional relationships between Preston Manor and specialist medical providers (for example, physiotherapy, diabetes nursing team and visual impairment services) ensuring a good level of access for PMS' students with EHCPs and medical disabilities.
- To lead on supporting for students with EHCPs and medical disabilities across the school and into the wider community.
- To provide advice and support for non-specialist colleagues on effective strategies and approaches to assist students who have medical disabilities, including student, parent/carer and staff training.
- To actively participate in the delivery of a range of support programmes e.g. social skills and emotional literacy sessions and PSHE (including sex and relationship education).
- Administer routine tests and invigilate exams. (Provide students' support with internal and external exams in compliance with Equality Act, 2010).
- To contribute to the development, implementation and evaluation of reports and Annual Reviews.
- To take part in regular in-service training and to take responsibility for the ongoing development of your professional skills and knowledge.
- To accompany teaching staff on trips and school activities and take responsibility for a named student / group under the general supervision of a teacher.
- To maintain high standards of professional behaviour towards colleagues, parents, students and external professionals.
- To maintain a safe, positive learning environment.
- To undertake additional duties that are commensurate with the level of responsibility of the post, as directed by the Manager of the Autism Provision and / or SENCO, SEN Managers and Senior Leadership Team.
- To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and Data Protection.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

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

- To record systematic observations of students in a range of contexts for use in class formative assessment
- 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 2022. 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

- Good written and spoken English and numeracy skills – GCSE grade C or equivalent
- At least 3 years' experience in a Learning Support Assistant (LSA) role or similar

Desirable

- Higher Level Teaching Assistant qualification (either achieved or working towards formal recognition of competence against HLTA standards) in SEN or subject specialism
- Good Degree
- Demonstrated accredited training / INSET either in subject specialism or in relevant area of SEN
- A willingness to undertake further training and / or qualifications as required
- Experience within mainstream secondary environment
- Current experience of using ICT to support learning

KNOWLEDGE AND EXPERIENCE

Essential

- Recent relevant experience in supporting students with a range of SEN in a mainstream setting
- Proven track record of working collaboratively with other professionals (e.g. teaching staff, outside agencies etc.) to deliver high quality teaching and support to SEN students

Desirable

- Experience in working with SEN students across KS3, KS4 and KS5
- Experience of supporting students with medical condition across KS3, KS4 and KS5 such as visual impairment or physical impairments
- Experience of supporting students with type 1 diabetes
- Experience in creating and delivering highly differentiated learning programs and resources to individuals, small groups or within whole class setting
- Experience in supporting / mentoring or line managing less experienced colleagues

SKILLS AND ABILITY

Essential

- Excellent communication (both spoken and written) and interpersonal skills
- Excellent organisational skills and ability to meet deadlines
- Ability to confidently and competently apply knowledge and skills from training within 1:1 lessons, group or whole class environment
- Ability to work effectively and cooperatively in a team
- Ability to build and form positive working relationships with students, parents/carers, and colleagues
- Ability to work on own initiative and to prioritise between conflicting demands
- Ability to establish and maintain firm and consistent boundaries
- Sound understanding of emotional / social difficulties and other barriers to learning faced by some students
- Creativity and imagination – ability to adapt to the needs of the student
- Ability to work and form strong working partnerships
- Confident in use of ICT

Desirable

- Good monitoring and assessment skills
- Ability to plan and deliver high-quality lessons to individual students or groups of students
- Ability to play a lead role in supporting and guiding colleagues in implementing an appropriate range of strategies to support SEN students

EQUAL OPPORTUNITIES**Essential**

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities