



**An All-through Co-operative School**  
Preston Manor School Carlton Avenue East,  
Wembley HA9 8NA  
Headteacher: Ms Beth Kobel  
[www.preston-manor.com](http://www.preston-manor.com)

*Making School Memorable by Striving for Excellence*

**HLTA (Higher Level Teaching Assistant) for Mainstream Secondary**  
**Required from September 2021**  
**One Year Fixed Term Contract**

36 Hours per week - Term Time plus 5 inset days  
Salary – Scale 5, spinal point 12 –17 plus Outer London Weighting  
(£24,161 - £26,469 pro rata) **circa £21,223 – £23,250 (inclusive of LW)**

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 co-operative 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 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 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 success of our pupil population.

**We are looking for a Higher Level Teaching Assistant to support pupils and lead small group interventions.**

We are looking to appoint an HLTA with good literacy, numeracy and communication skills as well as someone who shows a range of experience working with a variety of SEN pupils in secondary settings. We are particularly keen to hear from someone who holds HLTA status and has training in helping young people with significant visual impairment.

**In return we will offer:**

- Motivated, enthusiastic and ambitious students
- Friendly supportive staff
- Well-resourced facilities with newly refurbished classrooms
- A professionally stimulating and collaborative working environment
- A commitment to a professional development

The successful candidate will be expected to carry out their role on the school site.

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 team.

**Applications are welcome from all suitably qualified candidates regardless of gender, age, ethnicity or disability.**

For further information and an application pack, email [hadmin@preston-manor.com](mailto:hadmin@preston-manor.com) or download from website [www.preston-manor.com](http://www.preston-manor.com)

**Closing Date: Noon Wednesday 30<sup>th</sup> June 2021**

**Interview Date: w/c 5<sup>th</sup> July 2021**

Applications will only be accepted from candidates who complete in full the school's application form. CV's will not be accepted in substitution for a completed Application Form but may be included with the Application Form.

The school reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

**Preston Manor School is committed to the welfare and safety of its students and expects all staff to share this commitment. The successful candidate will be required to undergo the necessary safeguarding checks including an enhanced Disclosure & Barring Service (DBS) check.**