

## 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](http://www.preston-manor.com)



# HLTA (HIGHER LEVEL TEACHING ASSISTANT) UPPER SCHOOL (AGES 11 – 18): SPEECH AND LANGUAGE 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 (£36,735 - £38,664 pro rata)**

**circa £32,407 – £34,108 (inclusive of Outer London Weighting)**

**Required from: September 2026 or sooner**

**Closing date: noon on Friday 15<sup>th</sup> May 2026**

**Interviews: w/c 18<sup>th</sup> 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 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

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.

We are excited to appoint an enthusiastic and dedicated Higher Level Teaching Assistant to join our Lighthouse ARP, our specialist provision for students with Speech, Language and Communication Needs (SLCN). This is a rewarding opportunity to make a meaningful difference to the lives of some of our most vulnerable students.

As part of the Lighthouse 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 with a range of SLCN difficulties.

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.

### **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 <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**

To undertake a specialist role utilising relevant expertise to ensure that all students with a Speech, Language and Communication Need (SLCN), and in particular those placed within the SLCN Additionally Resourced Provision (ARP) called Lighthouse, are able to access the curriculum and thrive in all aspects of school life. The post holder will complement the work of the Learning Support Department by contributing to the progress and well-being of all students, with a particular focus on ensuring that Lighthouse students receive the targeted support, monitoring and intervention needed to achieve their full potential. The post holder will also support the implementation of strategies that enable students with SLCN to integrate fully across the wider school community.

### **Principal Accountabilities and Responsibilities**

#### **Student Support**

To act as a central point of support for students within the Lighthouse ARP, as well as identified students in mainstream provision, by:

- Acting as Key Worker for specified students, with a primary focus on those within Lighthouse, including liaising with parents/carers, subject teachers and outside agencies; implementing individual plans; providing feedback on progress; and completing Annual Reviews.
- Monitoring the well-being, progress and integration of Lighthouse students across all areas of school life, ensuring that any concerns are identified and acted upon promptly.
- Planning, delivering and assessing interventions, including 1:1 lessons and small group sessions, tailored to the needs of students within the ARP.
- Creating differentiated resources to meet students' individual needs and working alongside subject teachers to ensure full curriculum access.
- Supporting students during both structured and unstructured times, including break, lunch and before/after school.
- Promoting independence, self-esteem and successful social interaction, and championing opportunities for peer support.
- Helping to manage students' physical, medical and therapy needs as required (training will be provided).
- Establishing constructive relationships with students, responding to their individual emotional and social needs.

#### **Staff Support and Development**

- Providing advice and guidance to non-specialist colleagues on effective strategies and approaches for students with SLCN, including those transitioning between Lighthouse and mainstream settings.
- Acting as a guide and mentor for LSAs, including supporting inductions and informal training.
- Raising awareness and acceptance within the school community of students with Communication and Interaction difficulties through promoting awareness events and developing cultural capital opportunities.

#### **Exam Access Arrangements**

- Supporting the Learning Support Department in the implementation of exam access arrangements for in-class assessments and mock examinations.
- Managing the timetable of teacher requests for access arrangements.

- Ensuring that teachers and supporting staff are following current marking procedures.
- Undertaking other related tasks as directed by the Deputy SENCO.

### **General Responsibilities**

- Administering routine tests and invigilating exams in compliance with the Equality Act 2010.
- Supporting students' transitions from primary to secondary, secondary to college, and sixth form to employment, training or university, with particular attention to the transition pathways of Lighthouse students.
- Actively participating in the delivery of support programmes, including social skills, emotional literacy and PSHE sessions.
- Accompanying teaching staff on trips and school activities, taking responsibility for a named student or group under the supervision of a teacher.
- Contributing to the development, implementation and evaluation of reports and Annual Reviews.
- Taking part in regular in-service training and taking responsibility for ongoing professional development.
- Maintaining high standards of professional behaviour towards colleagues, parents, students and external professionals.
- Maintaining a safe, positive learning environment.
- Complying with all school policies and procedures, including those relating to Equal Opportunities, Child Protection, Health and Safety, Confidentiality and Data Protection, and reporting concerns to an appropriate person.
- Undertaking any additional duties commensurate with the level of responsibility of the post, as directed by the Lighthouse Manager, SENCO, SEN Managers or Senior Leadership Team.

### **Other Duties and Accountabilities**

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Executive Headteacher and/or Designated Safeguarding Lead.

### **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 2024. 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

- Strong written and spoken English and numeracy skills, evidenced by GCSE grade C or equivalent
- A minimum of three years' experience in a Learning Support Assistant (LSA) role or similar

#### Desirable

- Higher Level Teaching Assistant (HLTA) qualification, or working towards formal recognition of competence against HLTA standards, in SEN or a subject specialism
- A degree-level qualification
- Accredited training or INSET in a subject specialism or relevant area of SEN
- A commitment to undertaking further training and/or qualifications as required
- Experience working within a mainstream secondary school environment
- Confident and current use of ICT to support learning

### KNOWLEDGE AND EXPERIENCE

#### Essential

- Recent, relevant experience supporting students with a range of SEN in a mainstream setting
- A proven track record of working collaboratively with teachers, outside agencies and other professionals to deliver high-quality teaching and support
- Good practice in Social Inclusion environment
- Experience of supporting students with Developmental Language Disorder (DLD), complex language and communication difficulties and/ or social relationship difficulties

#### Desirable

- Experience supporting SEN students across KS3, KS4 and KS5
- Understanding of language acquisition and experience of successfully implementing SLCN programmes/ access strategies in lessons
- Experience in creating and delivering highly differentiated learning programmes and resources to individuals, small groups or within a whole class setting
- Experience in planning, delivering and evaluating specific SLCN programmes
- Experience in running assessments to determine SLCN competence
- Experience in supporting / mentoring or line managing less experienced colleagues

### SKILLS AND ABILITIES

#### Essential

- Excellent verbal and written communication skills, with the ability to engage effectively with students, parents/carers and colleagues
- Strong organisational skills and the ability to manage competing priorities and meet deadlines
- The ability to apply knowledge and skills from training confidently across 1:1, small group and whole-class settings
- A collaborative approach, with the ability to work effectively as part of a team

- The ability to build positive, professional relationships with students, families and colleagues
- The ability to work on own initiative, exercising sound judgement under pressure
- The ability to establish and maintain consistent, firm and supportive boundaries
- A sound understanding of the emotional, social and other barriers to learning that students with SEN may face
- Creativity and adaptability in responding to individual student needs
- Confidence in using ICT to support learning and administration

### **Desirable**

- Knowledge of formal access accommodations for students with SEN
- Strong monitoring and assessment skills, with the ability to use data to inform provision
- The ability to plan and deliver high-quality lessons to individuals or groups
- The ability to take a lead role in guiding and supporting colleagues in implementing effective strategies for SEN students

## **EQUAL OPPORTUNITIES**

### **Essential**

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