

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



LEARNING SUPPORT ASSISTANTS (UPPER SCHOOL) INFORMATION PACK

Permanent Vacancy

36 hours per week, Term Time plus 5 inset days

Salary – Scale 3, spinal point 5 – 6 plus Outer London Weighting (£27,884 - £28,290 pro rata)

circa £24,598 – £24,957 (inclusive of Outer London Weighting) pay award pending

Required from: September 2026

Closing date: noon on Wednesday 24th June 2026

Interviews: w/c 29th June 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

Preston Manor takes a highly inclusive approach in everything we do and we have a large SEN Team, including two Additionally Resourced Provisions (ASC and SLCN), working alongside our mainstream colleagues to ensure we deliver an outstanding learning experience for all our students. We are currently looking for an excellent Learning Support Assistant to work within our team, and the wider school, to continue to build on existing strengths and successes. We are particularly keen to hear from someone who has direct experience in working with students with complex SEN in mainstream contexts.

The successful candidate will be expected to be able to support at all secondary Key Stages across all subject areas.

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

You will:

- have a passion for advocating for neurodiverse students
- have a willingness to share ideas, to learn from colleagues and to seek support
- be an excellent communicator, both in writing and verbally
- have a positive, can do attitude with staff and students
- 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 a confident IT user

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 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

The person appointed should have the experience, training, or aptitude to support the learning and development of students with a range of special educational needs and disabilities (SEND), including:

- Cognition and Learning
- Communication and Interaction (including Autism Spectrum Disorder and Speech, Language and Communication Needs)
- Social, Emotional and Mental Health
- Sensory and Physical Needs

This role involves supporting the inclusion, learning, and wellbeing of students with SEND within a mainstream secondary school. The post holder will work mainly in classrooms, the Learning Support Department, or within the Additionally Resourced Provisions (ARPs), Compass and Lighthouse, as directed.

The role focuses on helping students from Year 7 to Year 11 access the curriculum, build independence and confidence, and participate fully in school life.

The post holder will report to the Special Educational Needs Coordinator (SENCO) and be line managed by a designated member of the Learning Support Department.

Principal Accountabilities and Responsibilities

- Support students with a variety of needs in and out of the classroom, including at break, lunch and after-school sessions on a rota basis.
- Work with teachers, SEN staff, key workers and pastoral teams to ensure that students' needs, EHCP outcomes and learning targets are understood and effectively supported.
- Adapt classwork and materials to help students' access lessons and make progress. Provide simplified explanations and additional guidance where needed.
- Help students develop their literacy, numeracy, oracy and communication skills, including working alongside the Speech and Language Therapist and other specialist staff where appropriate.
- Promote students' independence, resilience and confidence in their learning, encouraging participation in group work, discussion and wider school activities.
- Support the inclusion and safety of students with physical or sensory needs and assist with physiotherapy exercises, toileting or medical care where required (training will be provided).
- Provide feedback to SEN staff and teachers on students' progress, achievements and areas of difficulty, contributing to review meetings and annual reviews.
- Support teachers in delivering differentiated learning activities and small group interventions.
- Supervise and support students during unstructured times, including lunch and break duties, and contribute to lunchtime or after-school clubs run by the SEN department.
- Accompany teaching staff on trips and enrichment activities, taking responsibility for a group under the supervision of a teacher.
- Provide clerical and administrative support to the SENCO and Learning Support Department as required.
- Participate in training, departmental meetings and whole-school CPD to continue developing professional skills and contribute to the ongoing improvement of SEN provision.

- To do additional tasks as required by SENCO and Line Manager
- 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.

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 2025. 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

- Maths, English and Science GCSE A*- C or equivalent

Desirable

- Good Degree or A Level equivalent in the following subjects: Maths, English or Science

KNOWLEDGE AND EXPERIENCE

Essential

- Experience of working with secondary school students
- Good practice in Social Inclusion environment

Desirable

- Experience of supporting students with a wide range of special needs, including **Cognition & Learning Communication & Interaction Needs** (Autistic Spectrum Disorder, Speech & Language), **Social, Mental, Emotional Needs, Sensory & Physical Needs**

SKILLS AND ABILITY

Essential

- Excellent interpersonal skills
- Excellent communication skills, both oral and written
- Ability to work strongly in a team both within the department and wider school
- Ability to empathise and advocate for students who are neurodiverse
- Willing to share ideas, to learn from colleagues and to seek support
- Excellent organizational skills and ability to meet deadlines
- Is solution-focused and adopts a 'can do' attitude
- Willing and able to support learning across the curriculum (all curriculum subjects required)
- Confident in use of ICT

EQUAL OPPORTUNITIES

Essential

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