

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)

Required from: January 2026 (or earlier)

Closing date: noon on Monday 17th November 2025

Interviews: w/c 24th November 2025



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.

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:

- 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.

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 **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

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 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

- 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