



An All-through Co-operative School
Preston Manor School Carlton Avenue East,
Wembley HA9 8NA
Executive Headteacher: Mr Russell Denial
www.preston-manor.com

Making School Memorable by Striving for Excellence

**SEND HLTA (Higher Level Teaching Assistant) for Mainstream
Secondary**
Required from January 2022
Permanent 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 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 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 success of our pupil population.

We are looking for multiple SEND Higher Level Teaching Assistants to support students and lead small group interventions.

We are looking to appoint multiple HLTAs with good literacy, numeracy and communication skills. They should show a range of experience of working with students with a variety of SEND in secondary settings. We are particularly keen to hear from people who hold HLTA status and have training in helping young people with specific SEND such as Autism Spectrum Condition or/ and 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 candidates 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 staff.

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** or download the pack from our website at **www.preston-manor.com**

Closing Date: Noon Thursday 11th November 2021

Interview Date: w/c 15th November 2021

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.