

## PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: [info@preston-manor.com](mailto: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](mailto:lowerschooladmin@preston-manor.com) | Tel: 020 8385 4089

**Executive Headteacher:** Mr. Russell Denial | Website: [www.preston-manor.com](http://www.preston-manor.com)



# TEACHER OF BUSINESS STUDIES INFORMATION PACK

**Permanent, fulltime role: Inner London Teachers Pay Scale  
Required from: September 2026**

**Closing date: noon on Friday 10<sup>th</sup> July 2026  
Interviews: to be confirmed**



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 21<sup>st</sup> 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 is a vibrant, inclusive and high-achieving school where diversity is celebrated and opportunity is at the heart of everything we do. Our dynamic Business Department is thriving, with a strong uptake of students who are passionate, curious, and eager to explore the world of enterprise, finance, and economics.

We are seeking an inspiring and dedicated teacher to join our enthusiastic team and contribute to the continued growth and success of the department. The ideal candidate will bring vision, innovation, and a commitment to creating engaging, real-world learning experiences that reflect the interests and aspirations of our diverse student body.

As part of our energetic and forward-thinking school community, you will have access to a wealth of opportunities for professional growth and collaboration. Preston Manor is a place where staff and students alike are encouraged to aim high, challenge themselves, and achieve their very best.

The successful candidate will be expected to be able to teach at all Key Stages.

## **You will:**

- have a passion for teaching and learning
- be an innovative and strategic thinker with vision and ideas
- be an excellent practitioner
- lead by example and act as a strong role model to students and staff
- have a positive, can do attitude with staff and students
- have a proven track record of achieving outstanding student progress through own practice
- 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 an active learner, who constantly strives to improve, with the desire to progress

## **We offer:**

- the opportunity to work across the education phases
- motivated, enthusiastic and ambitious students

- a friendly and supportive team of teachers
- well-resourced facilities
- a professionally stimulating and collaborative working environment
- a commitment to professional development, including an excellent CPD programme including ECT induction and Train to Teach candidates

The school welcomes applications from Early Career Teachers (ECT). As an ECT at Preston Manor, in addition to receiving your full entitlement under the Early Career Framework, you will benefit from our bespoke professional programme, which take into consideration your future aspiration and well-being. Please note that staff at Preston Manor are not required to cover for colleagues.

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.

Student quotes:

***"Students at Preston Manor are always aiming high supported by the teachers who push them further."***

***'Preston Manor is a vibrant, diverse and enriched community. The discipline and teaching is first-class, giving us a wider perspective of how the world around us works.'***

### **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 is it 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

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. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

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

The main role of every teacher is to promote the highest possible achievement of students through consistently high quality teaching

### **Main duties and Responsibilities:**

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- To set high expectations which inspire, motivate and challenge students.
- Teach across the age and ability range demonstrating good subject and curriculum knowledge. Adapt teaching so that it responds to the strengths and learning need of all students.
- Plan and teach well-structured lessons within a coherent curriculum that meets statutory and other relevant requirements.
- Assess, record and report on the development, progress and attainment of students in line with school policy.
- Complete school reports for parents/carers on students' attainment and progress in line with school procedures.
- Provide students with regular supportive feedback to raise progress and attainment by setting and marking work carried out by the student both in school and elsewhere.
- Manage students' behaviour to ensure a good and safe learning environment in line with the school's policies on behaviour.
- Develop and maintain professional relationships with colleagues.
- Manage and deploy support staff in classrooms as and when required.
- Take responsibility for personal development and improving own teaching practice through appropriate professional development
- Attend staff and departmental meetings, training days and parent's evenings.
- Carry out pastoral duties including the role of a Form Tutor as required.
- Produce and maintain attractive classroom displays.
- Promote equal opportunities for all within the school community.
- As an all-through school all staff are expected to make the most of this provision and to liaise with relevant colleagues in all parts of the school. The school is based on two sites and there may be times when colleagues are expected to work across both sites with students.
- To carry out the professional duties of a school teacher, under the direction of the Executive Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

The above responsibilities are subject to review and may be modified in the light of personal or professional development and changing school needs.

The post holder is required to support and contribute to the school's ethos; its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements and must comply with all General Data Protection Regulations (GDPR).

**Job descriptions are reviewed regularly and may be amended following discussion with the post holder.**

**This job description should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD).**

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

#### **Essential**

- Qualified Teacher Status
- All other appropriate academic qualifications including the completion of Induction for qualified teachers
- Good Degree related to subject
- Ability to teach across subject areas

### **KNOWLEDGE AND EXPERIENCE**

#### **Essential**

- Profound interest in your subject and commitment to conveying that to your students
- Clear evidence of successful teaching across the full ability and age range
- Monitoring and evaluation
- Good practice in social inclusion
- Good time management skills
- Good communication, administration and organizational skills
- Effective management of student behaviour
- Provision for SEND, vulnerable and "at risk" children

#### **Desirable**

- Current experience of teaching A Level Business

### **SKILLS AND ABILITY**

#### **Essential**

- Emotional literacy and empathy for all young people
- Positive attitude towards school improvements and raising achievement
- Dynamic and innovative approach to teaching and learning developments within a department
- Model effective teaching methods and work with others in the development of teaching and learning of the most able
- Work in such a way as to secure the professional respect of colleagues and be adept at developing the knowledge, skills and understanding of those colleagues
- Assess and promote student progress and their needs in a variety of ways
- Resilience and flexibility to respond to challenges and change
- Willingness and ability to embrace digital technology to enhance learning
- Good interpersonal and communication skills
- Kindness and a belief in the ability and potential of all students to grow and develop
- Clear and effective communication with colleagues, students and parents
- Collaborative approach to work
- Respectful and inclusive of diversity in all its forms
- Commitment to making the School's vision and values a reality

## **EQUAL OPPORTUNITIES**

### **Essential**

- Awareness and commitment to equal opportunities issues and how these can be addressed in the classroom environment
- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities

## **CHILD PROTECTION**

### **Essential**

- To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct

## **DISPOSITION**

### **Essential**

- Be interested in students as individuals and how they learn
- Display a warm and approachable demeanour
- A flexible approach and sense of humour
- Display a professional manner
- Be positive and constructive
- Be resilient and assertive
- Empathetic and sensitive to differing viewpoints
- Belief in the importance of teamwork