



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

TEACHING ASSISTANT (LOWER SCHOOL) INFORMATION PACK

Permanent Vacancy

32.5 hours per week, Term Time plus 5 inset days

Salary – Scale 2, spinal point 3 – 4 plus Outer London Weighting (£24,912 - £25,289 pro rata)

circa £19,840 – £20,140 (inclusive of Outer London Weighting)

Required as soon as possible

Closing date: noon on Monday 3rd June 2024

Interviews: w/c 17th June 2024



Making School Memorable by Striving for Excellence



Dear Applicant,

Thank you for expressing an interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school is undergoing some positive changes, including our new centralised behaviour system and curriculum review.

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.

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 pupils 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 pupils.

We value working in partnership together with our young people to achieve the best outcomes for every pupil 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 pupil 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 pupil population.

We are looking for well-qualified candidates to support pupils in Primary School. Graduates who are considering a career in education are encouraged to apply.

As a Primary Teaching Assistant, you will be committed to inclusive education by helping pupils to access the curriculum and participate in the wider life of the school to reach their potential.

You will be qualified to NVQ3 or equivalent childcare qualification and have the following:

- Experience of working with young children in Key Stage 1 or Key Stage 2 and have the enthusiasm and ability to motivate young children and build on their successes.
- Excellent communication and organisational skills.
- A commitment to high expectations to meet the needs of all children.
- Good knowledge and understanding of the Key Stage 1 and 2 curriculums and how young children learn and the ability to contribute to planning.
- The ability to assess children accurately and contribute to their ongoing assessment.
- Experience of working collaboratively within a team of people to provide a stimulating learning environment.
- The ability to share your expertise, knowledge and understanding of young children's needs and achievements with parents and staff.

In return we will offer:

- Experience of mentoring and supporting pupils individually, in small-group interventions and as part of in-class support.
- A commitment to staff development in terms of CPD, line management and appraisal.
- A friendly team of experienced and supportive staff.

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

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** or download the pack from our website at **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 Job

- Carry out work, care/and or support programmes for children, under the instruction/guidance of teaching/senior staff.
- Enable access to learning for children and assist the teacher in the management of children and the classroom.
- Contribute to the overall ethos, work and aims of the school.

Principal accountabilities and responsibilities

- Work with the other staff to develop and implement a curriculum appropriate to the age of the children, incorporating the National Curriculum, where appropriate.
- Participate in maintaining and developing contact and communication with parents, carers, nurseries, primary schools, social services and all other agencies relevant to the children in the school/class/care group.
- Share responsibilities for creating and maintaining a high quality learning and caring environment (internally and externally), with resources and facilities being developed and used to their maximum, while good health and safety standards are maintained, as directed by the teacher.
- Together with colleagues, identify children with additional educational needs and work with the teacher to develop a curriculum and environment which is appropriate and provides for these individual needs.
- Together with colleagues ensure equality of opportunity enabling all children to access a full range of provision.
- Share daily responsibility for setting up learning environments, displays and outside areas, checking equipment and ensuring the maintenance of a safe, creative and stimulating classroom environment.
- Ensure resources, including information technology, are available and in good condition and appropriate to the needs of the children in line with the planned activities and the curriculum programme.
- Share responsibility for planning and evaluating activities.
- Share responsibility for supporting children and parents during the settling in period.
- Be responsible for taking and maintaining registers as required.
- Serving and supervising lunch and other refreshments as required.
- To take school clubs before and after school and possibly during lunchtimes.
- Daily attention to health and safety issues.
- Regular observation, recording and reporting of children's progress.
- Maintaining regular contact with parents about the school's view of their children's progress and passing on advice to parents about their child and child development issues.
- Regular liaison and consultation with other professionals and agencies about children in school with regard to SEN issues, child protection and the general welfare of the children. Together with teaching staff, complete official records as required and ensure the Child Protection and Inclusion Policies are fully adhered to.
- Participating in the support and training of pupils, including trainee teachers, NVQ pupils, work experience placements, etc., as required.
- Help support the school programme for parental and community involvement including undertaking home visits (accompanied by another member of staff), outreach work, placement visits and contract meetings.
- Participating in writing the school development plan and policies, and contributing to the whole school approach in planning, teaching, record keeping and whole school development.
- Attending and participating in INSET days.
- Attending and participating in relevant training, sharing the knowledge and ideas gained with colleagues in the classroom.
- Providing emergency first aid and dealing with emergencies as required.

- Occasionally supervising and managing the classroom.
- Participating in regular staff meetings.
- Help support the integration of the LEA and the school/centre's policy on equal opportunities into all aspects of the school/centre.
- Contribute to producing/updating policy documents.
- Actively participate in the school performance management scheme as specified in school/policy. Meeting regularly with the postholder's line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
- Undertake relevant and appropriate training, as identified with the line manager at a Performance Management Review.
- Undertake other similar duties commensurate with the grade provided such duties are within the competencies of the postholder.
- Ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.
- Supervise and provide support and assistance to individuals and groups of children including those with special needs, ensuring their safety and access to learning activities.
- Adjust learning activities and teaching programmes to take account of pupil needs and responses.
- Use appropriate strategies and approaches to support and assist children to achieve learning goals
- Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
- Assist with planning of learning activities.
- Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to children on their progress and achievements.
- Create and maintain an orderly and supportive environment for children and teachers, and assist with the display of pupils' work
- Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, and administering coursework.
- Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage children to take personal responsibility for their behaviour.
- Promote the inclusion and acceptance, and encourage self-esteem and independence, of all children.
- Assist with supervision of children out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and children on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection
 - health, safety and security
 - confidentiality
 - data protection
- Ensure all children have equal access to opportunities to learn and develop.

General

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 2022. 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

- NVQ Level 3 or equivalent for Teaching Assistants, or able to demonstrate an equivalent level of attainment through relevant experience
- Maths and English GCSE Grade A*-C or equivalent minimum requirement

Desirable

- Evidence of successful completion of the Teacher Assistant Induction Programme
- Experience of or be prepared to have training in First Aid

KNOWLEDGE AND EXPERIENCE

Essential

- Knowledge of relevant education policies, procedures and legislation
- Understanding of basic learning strategies
- Understanding of key principles of child development and learning
- Working knowledge of the National Curriculum
- Experience of using observations to inform assessment

Desirable

- Previous experience of working with primary aged children
- Experience of working with children in an educational setting
- Experience of using observations to inform assessment

SKILLS AND ABILITY

Essential

- Evidence of commitment to continuous learning within a learning environment
- Excellent verbal and written communication skills
- Numeracy and Literacy skills appropriate to the learning levels of the target pupil groups
- Ability to absorb and understand a wide range of information concerning the functions of the school
- Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across professional and operational boundaries, and to work as a member of the team
- Ability to work on own initiative and to prioritise between conflicting demands

Desirable

- Previous successful experience of using information and communication technology to support learning
- Previous successful experience of operating a range of resources and equipment in a learning environment, including ICT, videos, photocopiers
- Ability and willingness to run a Breakfast Club and/or after school clubs

EQUAL OPPORTUNITIES

Essential

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