



MERCHANT TAYLORS'  
School

# *Head of Spanish*

From Sep 2025 or Jan 2026  
Maternity Cover

Information for Candidates



## Welcome from the Head Master



We are delighted that you are interested in joining us at Merchant Taylors'. We are a highly successful day school for boys aged 11-18 situated in north-west London, close to Moor Park on the Metropolitan Line.

This is an exciting time for Merchant Taylors' School. The School delivers academic excellence by nurturing pupils' individual passions and interests, instilling a lifelong love of learning. At the heart of the School is its commitment to holistic education: offering the widest set of experiences to each pupil. An education at Merchant Taylors' is academic and challenging, but full of joy.

We hope this brochure gives you a sense of Merchant Taylors' School and the role you could play here. I warmly invite you to join us on this journey.

Yours sincerely,  
**Simon Everson**

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*for you.*



## The School

Merchant Taylors' School is a leading independent day school offering an outstanding, all-round education for over 960 talented boys aged 11 to 18 years. Competition for places is fierce, and entry is by competitive assessment at 11+ and 16+. Merchant Taylors' Prep School caters for an additional 370 boys from 3 to 11 years of age offering a through-school experience for appropriately suited boys.

Renowned for its high academic achievement, Merchant Taylors' pupils are intellectually able, curious and enthusiastic about learning. These qualities are fostered through an academically ambitious curriculum and forward-thinking teaching methods that seek to stretch, challenge and support boys in their studies. A wide range of co-curricular activities further inspires and develops the boys' skills, passions and interests, ensuring they develop as happy, confident individuals ready to make their mark on the world.

Public examination results are outstanding, the majority of students proceeding either to leading universities as well as medical schools in the UK or abroad. We pride ourselves on our outstanding pastoral care as well as our excellent academic results, and aspiration in all areas goes well beyond the norm, making Taylors' a particularly exciting and rewarding place to teach.



## History

Merchant Taylors' School has been one of the leading boys' schools in the UK since its foundation by the Merchant Taylors' Livery Company of the City of London in 1561. One of the nine great 'Clarendon schools', its alumni have achieved distinction throughout history. However, the school wears its heritage lightly, its strong sense of tradition very much at the service of the future. Through the Merchant Taylors' Educational Trust, it retains close links with other Merchant Taylors' schools, and with the Merchant Taylors' Company itself. Relocated from the City of London to Sandy Lodge, Northwood in 1933, the School sits on 280 acres of playing fields, and woodland, all within easy reach of Central London, Middlesex, Buckinghamshire, and Hertfordshire.

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## Campus and Facilities

Set within 280 acres of beautiful parkland, playing fields and lakes, Merchant Taylors' is fortunate to have some of the finest school grounds in the country. With state-of-the-art facilities, it provides an exceptional educational environment for its pupils. Located in Moor Park in North London, Merchant Taylors' is just a 30-minute underground journey from Central London and is easily accessible from Hertfordshire, Middlesex and Buckinghamshire.

The School's impressive sporting infrastructure includes 60 acres of playing fields, a new world-class five-lane indoor cricket centre, cricket nets, ten cricket squares, a heated indoor pool, a large indoor sports hall, three floodlit all-weather hockey pitches, lakes for sailing and windsurfing, floodlit hard tennis courts, squash courts and an athletics track.

The state-of-the-art Design, Engineering and Technology building has university-standard equipment.

The Performing Arts are well catered for with rehearsals, recitals, chamber concerts and recordings taking place in the bespoke Recital Hall, while major concerts are given in the Great Hall. The Studio Theatre provides another rehearsal and performance space for plays throughout the year

## Innovation

Digital Learning is a key tenet of our provision for exam classes: pupils studying for GCSEs and A Levels each have their own Surface tablet, working digitally on OneNote for most of their lessons. Staff are provided with Surface Pros and this has allowed us to reimagine what school work looks like, enhancing collaboration, differentiation, tailored feedback and engagement. Merchant Taylors' is an exciting, rewarding environment in which to teach and provides the means for the development of a successful career in a place with a real sense of community.

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## The Person

We are seeking an experienced Teacher of Spanish with leadership ambitions, or an experienced Head of Spanish, for September 2025, or January 2026 to lead our Spanish Department. This is to cover the current Head of Spanish while on maternity leave, and so the role is a fixed term position until August 2026.

The successful applicant will be expected to lead the department and to teach Spanish to at least IGCSE level, ideally A Level. The ability to offer a second language (we also offer French and German) at KS3 or IGCSE level would be an advantage.

Our staff currently offer taster courses in Italian and Russian and staff participation in these enrichment courses and the teaching of other languages is highly valued. There is also substantial scope for involvement in related academic matters such as promoting language prize essay and translation prize entries, drama and debating competitions, the UK Linguistics Olympiad and to contribute to Oxbridge preparation and other Sixth Form enrichment courses.

The ideal candidate will have excellent linguistic and cultural knowledge and be passionate about teaching modern languages from the Third Form (Year 7) onwards. Spanish is currently offered from Year 9 onwards.

There may also be opportunities to teach Sixth Form and Oxbridge preparation classes. We are looking, first and foremost, for an enthusiastic language teacher who is an effective classroom practitioner and who will communicate a love of their subjects to boys and colleagues.

The ideal candidate will have the ability to inspire the boys and colleagues, so that learning languages is a truly exciting experience for them. You will join a successful, friendly, committed and experienced team, many of whom offer and teach additional languages.

The school embraces the most diverse range of teaching styles and personalities, strongly believing that boys benefit from exposure to such diversity and there is a firm commitment to active learning and further engendering independent learning, particularly at Sixth Form level.

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## The Department

The department places a great emphasis on trips abroad and exchanges and a willingness to commit to leading and accompanying trips is essential. We offer five language-based trips every year for all age groups in the School. In addition, we encourage colleagues to avail themselves of the many cultural trips and events in London. Regular annual visits include the Goethe Institut, the London Schools' French and Spanish Drama Festivals and the London Schools' Poetry and Debating Competitions, where we have performed strongly in recent years.

## Curriculum & Results

The Modern Languages Department has an excellent record of results at IGCSE and A Level with an uptake that bucks national and local trends. A favourable number of students go on to study Modern Languages at Oxbridge and Russell Group universities, often combining their language studies with another subject.

For IGCSE we currently use the Edexcel IGCSE qualification, supplementing the syllabus with film and cultural modules. At Sixth Form level we offer the Eduqas/WJEC A level. We currently align all three languages and syllabuses to facilitate sharing of good practice across the departments.

## Resources & Accommodation

The Modern Languages Department currently consists of nine full-time teachers and one part-time teacher, nine of whom offer a second language, and also four language assistants. We are housed in our own building, which is purpose built. Considerable use is made of technology. The department promotes the use of tablets/surfaces to teach lessons and boys in the Middle and Upper School often choose to work exclusively on their surfaces during lessons. Classrooms have permanently installed projectors and teachers project tablets onto a screen; there is also a well-equipped departmental resource centre.

## Co-curricular Activities

The School is proud of its reputation as a caring and friendly community with a high achieving culture across a broad range of curricular and co-curricular activities. You will be ready to engage fully in the life of the school. Our expectations of our pupils and teachers, academically and in terms of attitude and commitment, are very high.

There is a strong Common Room culture of going the extra mile to stretch and support, in and beyond the classroom, so that every boy realises his potential. The department runs its own society, Panglossia, which hosts talks by visiting lecturers and Merchant Taylors' staff. Recent talks have focused on A-level set texts and films with visiting speakers, often participating remotely, and pupil presentations on their A level Independent Research Projects. These events are well supported by MFL staff.

We also have fruitful collaboration with other departmental societies such as English and we are keen to support cross-curricular initiatives.

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## Summary of Responsibilities

The main responsibility of each Teacher is their classroom teaching duties; there are, however, other responsibilities, such as being a Tutor, a Form Teacher and taking part of the school's games and activities programme. All these should be carried out to the highest standard to ensure the all-round quality of education for pupils at Merchant Taylors' School and to promote and safeguard the welfare of children and young persons:

- To discharge all professional duties as outlined in the Contract of Employment and associated Employment Manual
- To set personal professional standards (for example, in matters of dress and punctuality) that are of the highest level and that will enable the individual teacher to act as a role model for pupils
- To support the ethos of the school and to work in accordance with the desired aims and policies
- To share in pastoral responsibility for all pupils (especially those in the individual's teaching or Tutor Groups) in liaison with the appropriate Heads of School and senior managers
- To play an active role in the life of the school, including in the games and extra-curricular activities programme

## Head of Department Responsibilities

- To lead the Department through effective teaching, professional vision and knowledge, co-ordinating the departmental approach with the direction given by the Deputy Head Academic
- To maintain and develop schemes of work appropriate to the needs of pupils and the requirements of any Examination Boards
- To monitor the quality of teaching and learning within the department through the observation of lessons, testing of standards achieved by pupils and the checking of individual teachers' records and pupils' work, and to maintain and monitor appropriate records of pupils' learning and achievement
- To ensure that Health and Safety issues are clearly understood and that procedures are followed effectively and consistently
- In conjunction with pastoral staff, to ensure that standards of behaviour in the classroom are at a level that is conducive to effective teaching and learning
- To liaise with Tutors and Heads of School over matters of individual pupil progress and behaviour
- To promote co-curricular activities related to the subject
- To oversee external examination entries and all internal examinations
- Where appropriate to act as a UCAS advisor for those pupils applying for university places in the departmental subject area, or in a related subject
- To conduct regular departmental meetings that have an agenda and ensure meetings are (briefly) noted/minuted, and that such notes/minutes are forwarded to the Deputy Head Academic
- To attend meetings of the Heads of Department Forum, and other such meetings as required
- To ensure effective discussion and dissemination to departmental members of relevant school or departmental issues and policies. To encourage the sharing of good practice both within and outside the department
- To promote professional development and training opportunities for all departmental members

## Teaching

- Planning and preparing courses and lessons
- Assessing, marking, recording and reporting on the development, progress and attainment of pupils in line with school and departmental policy
- Promoting the general progress and well-being of individual pupils and groups of pupils
- Exercising proper care of teaching materials and rooms to maintain a stimulating teaching environment

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- Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, supporting pupils with learning support needs and homework
- Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment

## Pastoral

- When required to undertake duties as a Tutor and/or Form Teacher as detailed in a separate job description
- To discharge all professional duties as outlined in the Contract of Employment and associated Employment Manual to the highest standard
- To set personal professional standards, for example in matters of dress and punctuality, that are of the highest level and that will enable the individual teacher to act as a role model for pupils
- To support the ethos of the school and to work in accordance with its desired aims and policies
- To share in pastoral responsibility for all pupils (especially those in the individual's teaching and Tutor Groups) in liaison with the appropriate Heads of House, Heads of School and senior managers

## Assessment & Reporting

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils
- Communicating and consulting with the parents of pupils both formally at Parent's Meetings and informally
- Participating in arrangements for preparing and assessing pupils' work for public examinations

## Professional Development

- Participating in the school's arrangements for teaching review
- To take part in the school's programme of induction and review for new teachers
- Reviewing from time to time teaching methods and schemes of work
- Participating in arrangements for further training and professional development as a teacher

## Behaviour Management

- Maintaining good order and discipline amongst the pupils and safeguarding their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- To require from the pupils the high standards of behaviour, dress, punctuality, effort and attendance that are consistent with the school's expectations

## Cover

Supervising (and when appropriate teaching) any pupils whose teacher is not available to teach them as required by the Head of Department or the Deputy Head (Information Systems).

## Co-curriculum & Games

To play an active role in the life of the school, including games afternoons and clubs and societies. For a more comprehensive list of activities please see the school website. Many activities occur on Saturdays e.g. inter school sport, prize giving, open days etc

## Meetings

Participating, as required, in meetings that relate to the curriculum, the organisation of the school or pastoral matters.

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## Person Specification

### Qualifications

	Essential	Desirable	Method of Assessment
A strong degree-level qualification closely aligned with the primary subject(s) to be taught	✓		Applicant's certificates. Discussion at interview. Independent verification of qualifications.
3 A-levels at grades C and above (or equivalent)	✓		
Postgraduate professional qualification, e.g. PGCE		✓	
UK Qualified Teacher Status (QTS)		✓	
Postgraduate academic qualification e.g. Master's degree		✓	

### Skills & Knowledge

	Essential	Desirable	Method of Assessment
Strong passion for the subject	✓		Contents of application form.  Discussion at Interview.  Professional references.  Lesson observation.  Practical exercise.
Effective classroom management and organisation to ensure a positive and safe learning environment	✓		
The ability to deliver engaging, adaptive and inclusive lessons to inspire, support, and challenge pupils of all backgrounds, abilities, needs and dispositions	✓		
The ability to foster confidence in pupils, and create a learning environment which encourages pupils to ask questions and express their understanding effectively	✓		
Proficiency in analysing data and presenting outcomes with clarity	✓		
Excellent numeracy and literacy skills	✓		
Proficiency in utilising ICT to enhance teaching, learning and data analysis	✓		
The ability to prioritise tasks effectively	✓		
Adept at working accurately under pressure, maintaining attention to detail, and adapting to new or challenging situations	✓		
Awareness and understanding of safeguarding and welfare of children	✓		
The ability to innovate and embrace new approaches to teaching and learning		✓	
Recent demonstrated commitment to personal development in core subject areas		✓	
Experience of responsibility in delivering a particular outcome or initiative which involved leading others	✓		
Previous experience of leadership and/or management in an educational setting		✓	
Experience of using data to inform decision-making		✓	
Experience in managing budgets		✓	

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## Personal Attributes

	Essential	Desirable	Method of Assessment
Upholds high professional standards and expectations for both students and self	✓		Contents of application form.  Discussion at Interview.  Professional references.  Lesson observation.
A clear communicator	✓		
An authentic and engaging leader who motivates and brings the best out in others	✓		
A commitment to a collaborative approach to teamwork and problem solving	✓		
Demonstrates a genuine passion for learning, creative thinking, and initiative	✓		
Actively promotes and upholds the School's ethos by fostering an environment of joy, courage, innovation, confidence and inspiration	✓		
A commitment to ongoing professional development	✓		
Excellent numeracy and literacy skills	✓		
A willingness to contribute to the co-curricular life of the School	✓		

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## The Benefits

- The School offers membership to a Defined Contribution (DC) pension scheme under a Master Trust provided by the Aviva Pension Trust for Independent Schools (APTIS)
- Access to a cash flexible benefit in lieu of pension contribution
- As a member of the pension scheme, there is life cover 4x annual salary and income protection
- Staff accommodation is often available and nearly half of the academic faculty lives on campus
- Interest-free loans are available to staff vacating school accommodation and taking out a mortgage

## Career

- There is an extensive induction programme for all new colleagues, and we encourage ongoing professional development through generous inset provision
- Each member of the academic faculty has a voice on professional matters via the General Purposes Committee



## Personal

- Fee concessions are available for the sons of any member of the academic faculty who meet the school's entry requirements
- Longer holidays than the maintained sector
- School Nurse on site
- Physiotherapist on site
- School Counsellor on site

## For Recreation

- Free use of the school's extensive leisure and sporting facilities.
- Free lunch and free refreshments are available throughout the working day during term time

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## The Merchant Taylors' Lifestyle

The working environment at Taylors' is collegiate, supportive and purposeful and we deeply value the contribution of our talented and dedicated staff across all areas of the School. The Senior Common Room is a beautifully appointed space with a fully stocked bar for refreshments, situated at the very heart of the school. There are also a number of events held throughout the year which offer opportunities to socialise and forge new friendships. With so many staff living onsite this genuinely enhances the experience for staff. Here is a brief summary of activities which staff are welcome to join:

- Staff Choir
- Wine Society
- Life drawing class
- Staff cricket team
- 5-a-side football

There are various trips which are organised throughout the year such as a staff ski trip and an annual pre-Christmas trip to Harrods. There are also many popular events run by Parents Associations such as the summer barbecue by the lake, a rugby dinner & dance, a Burns Night supper and concerts which staff are most welcome to attend.



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## The Process

Please complete an application form and an accompanying letter (maximum 500 words) outlining your suitability for the post; you may wish to include a brief CV.

Applications to be submitted by 9am on Wednesday, 4 June 2025

First round online interviews to be held on Monday, 9 June 2025

Second round interviews in school to be held on Thursday, 12 June 2025

If you have any questions regarding the role, please reach out to Richard Bailey, Head of Modern Foreign Languages: [R.Bailey@mtsn.org.uk](mailto:R.Bailey@mtsn.org.uk)

Applications to (email or post):  
Recruitment Officer,  
Merchant Taylors' School,  
Sandy Lodge,  
Northwood,  
Middlesex,  
HA6 2HT  
Email: [recruitment@mtsn.org.uk](mailto:recruitment@mtsn.org.uk)

Merchant Taylors' School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. This role will bring you into contact with children, you are expected to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

### How we use your information

We will use the information which you provided, and which we collect from other sources (such as from references and from the Disclosure and Barring Service) for the following purposes: to assess your suitability for the role for which you have applied, to assess your suitability to work with children and to enable us to comply with our legal obligations (including safeguarding and promoting the welfare of children). Further information on how the School uses personal data is set out in the School's Staff Transparency Notice, which can be found on the Vacancy page of the School Website

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