



MERCHANT TAYLORS'
School

Job description	
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	
The School	Merchant Taylors' School is a large Independent Boys' School, situated in 280 acres of parkland in Northwood, Middlesex. The School was founded in 1561, is owned by the Merchant Taylors' Educational Trust and moved to its present site in 1933. There are four distinct boys' day schools on campus. The Nursery, the Pre-Prep & the Prep cater for 370 boys, while the Senior School has some 962 pupils. The School employs over 110 teachers and 160 Support staff across Merchant Taylors' School.
Job title	Learning Support Assistant (Term time only)
Function	Support Staff
Reports to	Head of Learning Support
Line management duties and responsibilities for	N/A
Summary of role	<p>The learning support assistant provides support to pupils both within the classroom and individually, as well as in various extra-curricular settings. In particular, they support pupils who are neurodivergent, disabled and/or have been identified with special educational needs so that they are fully included within the school community and are able to access the curriculum and make progress. This is done under the instruction/guidance of the Head of Learning Support and where applicable, classroom teachers.</p> <p>The successful applicant will have responsibilities with regards to particular pupils at certain times of the day as well as responsibilities within the department e.g. record keeping and departmental administrative tasks.</p>
Main duties and responsibilities	<p>Typical work activities include:</p> <ul style="list-style-type: none">• Working with pupils who are supported by the learning support department

	<ul style="list-style-type: none"> • Assisting with the development of support materials • Assisting with the assessment and review of pupils' progress • Offering small group and 1:1 support sessions at break times • Maintaining pupil records and carrying out administrative tasks • Assisting with annual reviews <p>Duties</p> <ul style="list-style-type: none"> • Assisting in the educational and social development of pupils under the direction and guidance of the Head Master, Head of Learning Support and Specialist Teacher • Supporting any specific pupils who may have an Education, Health and Care Plan • Assisting in the implementation and monitoring of support programmes • Providing support for specific pupils inside and outside the classroom to enable them to fully access the curriculum and participate in activities through developing independence and self confidence • Supporting the department in preparing alternative resources where a pupil cannot otherwise access the curriculum • Providing administrative support to the department including (but not limited to) minute taking, administration of pupil information and organising files as directed by the Head of Learning Support • Assisting with extra-curricular activities such as games, clubs and societies • Undertake other duties as may be reasonably required <p>Standards and Quality Assurance</p> <ul style="list-style-type: none"> • Support the aims and ethos of the school • Undertake training if need be • Set a good example in terms of dress, punctuality and attendance • Attend team and staff meetings • Undertake professional duties that may be reasonably assigned by the Head Master
--	--

	<ul style="list-style-type: none"> • Be proactive in matters relating to health and safety
Safeguarding responsibilities	<p>It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the Head Master</p>

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none">Strong GCSE results (A*-C) and A levels or equivalent	<ul style="list-style-type: none">Additional qualifications e.g. further or higher education qualifications, relevant NVQ, coaching or other.	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none">Experience working with young peopleExperience working as part of a teamExperience of undertaking basic and/or routine admin tasks	<ul style="list-style-type: none">Experience of working within a school environment	Contents of the Application form Interview Professional references
Skills	<ul style="list-style-type: none">Good formal written English (may be with assistive technology)Competent IT skills, proficient in Office 365 applicationsExcellent organisational skills, ability to multi-task,Ability to learn and adapt to new Systems quickly.	<ul style="list-style-type: none">Experience of using Information Management Systems	Contents of the Application form Interview Professional references

	<ul style="list-style-type: none"> • Have an adaptable, flexible approach to working, including collaborative support to other colleagues to meet demands of the School • Strong interpersonal, verbal and written communication skills 		
Knowledge	<ul style="list-style-type: none"> • Awareness of need for confidentiality 		Contents of the Application form Interview Professional references
Personal competencies, qualities, attitude and behaviours	<ul style="list-style-type: none"> • Ability to work independently with flexibility and managing time well • Excellent organisation, self-discipline and motivation • Ability to maintain confidentiality and apply discretion. • Calm and professional manner • Applicants must understand the importance of, safeguarding and promoting the welfare of children and young people • Motivation to work in an environment with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 		Contents of the application form Interview Professional references

	<ul style="list-style-type: none">• Emotional resilience in working with individuals with specific needs or those who are facing significant challenges		
--	---	--	--

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

General Conditions

Start date	3 rd September 2025
Hours	Monday – Friday, 08.15am – 3.45pm (Term time only) 35 hours per week This will include half an hour unpaid lunch break.
Salary	Actual term time salary £18,057 per annum
Holiday	Statutory holiday entitlement paid within salary and taken during School holidays.
Other benefits	15% employer contribution to a defined contribution pension scheme (Contributory) Life cover 4 x annual salary and income protection Access to a cash flexible benefit in lieu of pension contribution Access to a number of lifestyle benefits including Cycle to Work, ULEV cars, and retail discount vouchers via our benefit provider Staff fee remission on school fees (subject to admissions criteria) (all of the above subject to eligibility criteria) Use of School leisure facilities, including pool, gym and lake. Lunch provided free of charge when the School Catering Department is open Free parking on site, with access to electric vehicle charging (payable via app) Support for professional development and professional membership fees
Closing date for applications	Friday 9 th May 2025, 9am Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.
Interviews to be held	Tuesday 13 th May 2025

Merchant Taylors' School is an equal opportunities employer committed to safeguarding and promoting the welfare of children. As 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.