



MERCHANT TAYLORS'
School

Learning Support Teacher

From September 2025

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 3-18 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 who are intellectually able, curious and enthusiastic about 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.

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. Along with a recital hall and studio theatre, the performing arts are well catered for.

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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 to appoint a Learning Support Teacher who is passionate about supporting young people. The successful candidate will be required to assist pupils with specific learning difficulties, on either A1: 1, small group or in class basis and have learning support experience and or a willingness to undertake relevant CPD.

This motivated individual will work well as part of an enthusiastic team of teachers and support staff, to support the education of pupils in years 7 to 13.

The successful candidate will join a forward-looking department and there will be opportunities to be involved in the future development of the department in areas such as English as an additional language, non-SEND academic support provision and the broadening of specialist literacy intervention.

Merchant Taylors' is a successful school with many high achievers and is committed to embracing neurodiversity within its community and creating an accessible learning environment. We currently work with around 150 pupils who have a variety of identified needs.

You will have vision and drive, and you will want to make a difference. You will be approachable, compassionate, and caring: an able communicator, with a positive, encouraging and collaborative style. You will be able to think, plan and act calmly, drawing on your expertise. You will have excellent interpersonal skills, forging warm, productive working relationships with pupils and staff, being sensitive to the pressures on classroom teachers and offering support as needed. We welcome applications from experienced colleagues but also believe we have the capacity to support a candidate with the potential to grow into the role.

You will be responsible for:

- Managing referrals for handwriting concerns, carrying out assessment where required and liaising with pupils, parents and teachers regarding the introduction of typing for relevant pupils.
- Where appropriate highlighting any pupil who may need further assessment or review to the Head of Learning Support or the Director of Academic Inclusion.
- Keeping up to date with and implementing changes in the legislation regarding access arrangements.
- Ongoing assessment of the needs of applicants who have been identified as having an SPLD through monitoring process.
- Assisting the head of learning support with the tracking of those with identified SPLD as well as those who are under achieving
- Support the Head of Learning Support and the Director of Academic Inclusion in liaising with the Examinations Officer about appropriate access arrangements
- Assist in the transition to tertiary education by offering advice to pupils where appropriate new paragraph Communicating with parents and outside agencies if and when needed.
- Identify resources needed to meet the needs of pupils

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The Department

Activities

Learning support at Merchant Taylors' is both a whole school matter and a highly individual matter, where difficulties and successes are the results of the individual and their environment in combination. Support therefore focuses on the individual, the environment and the whole school and aligns with the school aims and beliefs as follows:

- The department undertakes a great deal of highly personalised and specialist work commencing with identifying and supporting pupils as individuals.
- A tolerant, supportive, inclusive school culture - the whole school: the department plays a role in the ongoing development of an inclusive school culture through the education of pupils and staff and the fostering of inclusive practises that value equality and diversity.
- We support the development of an environment that minimises disadvantage and maximises opportunity by identifying and addressing barriers and by supporting staff in creating an accessible learning environment.
- The department currently consists of six staff including the head of learning support and director of academic inclusion, department teachers and other support roles. The learning support team have several staff including specialist mentors and LSA's and has a purpose-built suite of rooms.
- As we regard learning support as a whole school issue, physical resources are located throughout the school. In addition there are various online resources which are available to all members of the school community. The school has membership to organisations such as NALDIC&PATOSS as well as established links with a variety of external professionals.



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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

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
- 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

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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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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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Person Specification

Skills & Knowledge

	Essential	Desirable	Method of Assessment
Experience teaching pupils with EAL	✓		Contents of application form.
Knowledge and experience of supporting access arrangements.	✓		
Experience delivering literacy support/intervention.	✓		Discussion at Interview.
Experience teaching pupils with SEND.	✓		Professional references.
Previous involvement in provision of SEND related staff inset.	✓		Lesson observation.
Experience of handwriting assessment.	✓		Practical exercise.
Evidence of having completed relevant CPD	✓		
A keen interest in keeping abreast of the latest educational research and to maintain in-depth knowledge of SpLD and SEND.	✓		
Knowledge and experience of supporting access arrangements		✓	
Experience delivering literacy support/intervention.		✓	
Previous involvement in provision of SEND -related staff inset.		✓	
Experience of handwriting assessment.		✓	
Evidence of having completed relevant CPD.		✓	

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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 Friday 9 May 2025

Interviews in school to be held on Wednesday 14 May 2025

If you have any questions regarding the role, please reach out to Emma Sadler, Head of Learning Support, ESadler@mtsn.org.uk

Applications to (email or post):
Recruitment Officer,
Merchant Taylors' School,
Sandy Lodge,
Northwood,
Middlesex,
HA6 2HT
Email: 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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