



MERCHANT TAYLORS'
Prep

Information for candidates

Forest School Lead

September 2025

For boys 3-11



Welcome from the Head

Thank you for expressing an interest in joining us here at Merchant Taylors' Prep.

MTP is a warm and welcoming boys 3-11 prep school in Moor Park, Rickmansworth. We are a school committed to maintaining a strong academic tradition whilst preserving a balance between the academic, spiritual, emotional and physical needs of our pupils. We seek to develop the boys' character through promoting values and dispositions, high quality teaching and an extensive range of extra-curricular activities.

Since joining the Merchant Taylors' family of schools in 2015 we have been collaborating with the senior school to create, for the first time in Northwood, a 'through school' experience for boys from 3 to 18. This has been a very exciting development conceived with the aim of creating a cohesive and seamless curriculum and making the process of transfer from the prep school to the senior school simpler.

The admissions system for our pupils to Merchant Taylors' School is based on on-going assessment at school and not dependent on one external examination (i.e. 11+ or 13+). This has freed significant time in our curriculum, which we have been devoting to 'intellectual curiosity' and the development of higher order thinking skills.

Prior to 2015, we were known as Northwood Prep, with a very successful history since 1910, when the school was founded by Francis Terry. Throughout more recent developments, Francis Terry's original vision of the school has been maintained. A Christian, caring environment has been established where each pupil is valued as an individual and given a full range of opportunities, and all concerned - pupils, staff and governors - strive for excellence.

Mr Miles Chester
Head



The School

History

Merchant Taylors' Prep, originally founded in 1910 as Northwood Prep by Francis Terry, has a long history of excellence in education. The school moved to its current site at Moor Farm in 1982, where it has since flourished. In 2015, the school became Merchant Taylors' Prep, aligning with the broader Merchant Taylors' educational family.

Set on a beautiful 15-acre site, the school combines Grade II listed farm buildings with modern facilities such as the Pre-Prep and Sports Hall. This unique setting provides a stimulating environment where pupils can learn, grow, and thrive. The grounds are rich in history. They are the site of Cardinal Wolsey's home the Manor of the More, later owned by Henry VIII and lived in by Catherine of Aragon, the site of the Treaty of the More in 1525. This heritage is an integral part of the school's character, providing a sense of continuity and inspiration.

Academic Excellence

We provide an exceptional academic experience within a selective setting, designed to challenge and inspire our pupils. Admission is competitive at each entry point, 3+, 4+, and 7+, ensuring we admit boys who will thrive in our supportive, dynamic, and intellectually stimulating environment. Our broad and balanced curriculum is tailored to meet the needs of each individual, fostering intellectual curiosity and a love of learning.

Through a combination of excellent teaching and strong pastoral care, we aim to develop well-rounded, confident learners. Our pupils consistently achieve excellent results and make successful transitions to senior school, with the majority progressing to Merchant Taylors' Senior School. Many boys are also awarded scholarships for their academic achievements and talents in sports, music, and the performing arts.



Forest School Lead

A dynamic and experienced Forest School Lead is required for September 2025 to provide a verity of outstanding learning experiences for children and to lead our successful Forest School Department.

As the Forest School Lead, you will head our thriving Forest School department, creating and delivering a wide range of outstanding outdoor learning experiences for pupils across all age groups. This is a fantastic opportunity for an enthusiastic educator who believes in the power of the natural environment to enrich children's learning, confidence, and wellbeing.

Please apply by downloading our application form from the school's website www.mtpn.org.uk and either email to: recruitment@mtpn.org.uk or send by post to:

Closing date for completed applications: 21 May 2025

Mr Miles Chester, Head
Merchant Taylors' Prep
Moor Farm
Sandy Lodge Road
Rickmansworth
Hertfordshire
WD3 1LW

Interviews to be held w/c 2 June 2025

Suitable candidates may be interviewed before the closing date and Merchant Taylors' Prep reserves the right to withdraw the position if an early appointment is made. Applicants are therefore encouraged to apply early.

Merchant Taylors' School is an equal opportunities employer and 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).

Forest School Lead - Job Description

Position Title: Forest School Lead

Line Management: Senior Deputy Head

Key Responsibilities

- Facilitate engaging, hands-on Forest School sessions for Years 1 to 4 at Merchant Taylors' Prep, fostering holistic development and a deep connection with nature.
- Work closely with the Head of Pre-Prep, Head of Years 3 & 4, and Early Years Outdoor Learning Lead to ensure consistent and cohesive Forest School experiences across all age groups.
- Provide enriching, practical after-school Forest School activities as per the timetable for clubs.
- Support and advise Teaching Assistants who will be timetabled to accompany all Forest School sessions.
- Collaborate with the School Business Manager to maintain robust and up-to-date risk assessments, ensuring adherence to the School's Health and Safety Policy.
- Ensure all relevant Forest School and first aid qualifications are current and valid.
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- Design and deliver purposeful, productive, and imaginative Forest School activities that support the school's aims and curriculum, encouraging exploration, discovery, and a love for the natural world.

Working with Pupils

- Ensure pupils are supervised throughout sessions, facilitating learning and fostering independence.
- Foster positive behaviour management within the Forest School environment, establishing routines and boundaries to ensure safety and good conduct.
- Choose and utilize diverse resources and teaching styles that align with the Forest School philosophy, emphasizing practical, hands-on learning.
- Maintain and develop the school's Forest school Curriculum as currently outlined in the MTS Forest School Handbook.
- Develop varied and creative teaching methods to enhance the Forest School experience, promoting enthusiasm, engagement, and respect for nature among pupils.
- Design and deliver purposeful, productive, and imaginative Forest School activities that support the school's aims and curriculum, encouraging exploration, discovery, and a love for the natural world.

Monitoring, Planning and Administration

- Recommend suitable new resources for Forest School to the School Business Manager for consideration.
- Capture photographs of Forest School sessions for use in pupils' learning profiles, newsletters, and promotional materials for the School.
- Follow the School's procedures for dealing with, recording, and reporting any injuries or accidents.
- Monitor pupils' responses to learning activities through observation, providing immediate and constructive feedback to individual pupils and class teachers, including the maintenance of pupil Skills Passports as appropriate.

Professional and School-Wide Contributions

- Support the aims, ethos and values of the school.
- Undertake professional duties that may be reasonably assigned by the Head.
- Help promote and organise events and activities to develop a love for learning and raise the profile of early years education.
- Prioritise the safeguarding of all pupils.
- Be proactive in matters relating to health and safety.
- Motivate and encourage pupils.
- Support extra-curricular or whole school activities where requested, fostering inclusive participation.
- Attend assemblies, departmental and staff meetings, Parents' Evenings, Open Days, INSET days, and other events as required by the Head, while undertaking any additional duties reasonably assigned.
- Attend training to maintain and/or enhance own Forest School qualifications.



Forest School Lead - Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Level 3 Certificate for Forest School Leaders 	<ul style="list-style-type: none"> • QTS 	Applicant's Certificates
Experience	<ul style="list-style-type: none"> • Experience in leading practical, hands-on Forest School sessions within KS1 and KS2. • Experience in conducting and maintaining risk assessments. 	<ul style="list-style-type: none"> • Experience of teaching other age groups 	Application Form Interview Professional References
Safeguarding	<ul style="list-style-type: none"> • Commitment to the safeguarding and protection of children and to the personal development of our pupils. • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. • Knowledge of child protection procedures. • Willingness to undertake and maintain up-to-date safeguarding training in line with statutory guidance. 	<ul style="list-style-type: none"> • Up-to-date safeguarding training 	



Forest School Lead - Person Specification

The following set of skills, knowledge and personal competencies and qualities are essential to the role and will be assessed throughout the application process to select the successful candidate.

Skills	<ul style="list-style-type: none">• Ability to design and deliver imaginative and productive Forest School activities.• Strong understanding of holistic child development and the Forest School ethos.• Excellent communication and collaboration skills.
Knowledge	<ul style="list-style-type: none">• A willingness to develop knowledge and understanding of Forest School principles and practice.• IT systems e.g. Office 365 and iSAMS.
Personal Competencies and Qualities	<ul style="list-style-type: none">• Motivation to work with children and young people.• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.• Ability to use positive behaviour management techniques to maintaining safety and discipline in an outdoor setting.• Passion for nature and outdoor education.



The Pre-Prep Department

Pre-Prep

The Pre-Prep Department at Merchant Taylors' Prep provides a dynamic, stimulating, and supportive environment where children aged 3 to 7 embark on their educational journey. Located in the Manor of the Rose for Nursery and Reception, and on the main Prep site for Years 1 and 2, our Pre-Prep offers a seamless transition through these formative years, establishing the solid foundations needed for both academic success and personal growth.

Our curriculum is designed to inspire curiosity, foster creativity, and develop key skills that will serve children throughout their lives. We take a child-centred approach, blending structured teacher-led activities with opportunities for child-initiated exploration. This ensures that every child's natural love of learning is nurtured from the very beginning.

Early Years (Nursery and Reception)

In the Early Years, we prioritise the development of emotional intelligence, resilience, and empathy. Our focus on personal, social, and emotional development allows children to build strong social connections and a positive attitude towards learning. Through play-based learning, children develop early literacy and numeracy skills, with a particular emphasis on phonics and reading in Reception.

As a member of our team, you will be integral to this holistic approach, fostering curiosity, creativity, and independent thinking in the children. You will work alongside specialist teachers to enrich the curriculum with Music, French, and Physical Education (PE). Weekly Forest School sessions offer unique opportunities to engage children with nature, promoting environmental awareness and teamwork while developing resilience and problem-solving skills.



The Pre-Prep Department

Years 1 and 2

As children move into Years 1 and 2, the curriculum becomes more structured while maintaining a sense of discovery and fun. You will have the opportunity to inspire children through exciting, topic-based learning that integrates core subjects, ensuring lessons remain engaging and meaningful.

In English, children build on phonics and early reading in Year 1, progressing to greater fluency in Year 2. In Mathematics, the curriculum lays a strong foundation in number, shape, and problem-solving, providing an opportunity to cultivate key mathematical skills. Through hands-on exploration in Science, children are encouraged to ask questions and develop a sense of curiosity about the world around them. History and Geography topics broaden children's understanding of time, place, and the environment.

As part of the Pre-Prep team, you will also be involved in delivering Art, Design & Technology, and Computing, promoting creativity, practical skills, and digital literacy. PSHCE and Philosophy for Children (P4C) will also be areas where you'll help support the development of emotional intelligence, resilience, and critical thinking skills.

Specialist lessons in Music, French, and PE remain integral, and outdoor learning through Forest School continues to offer rich opportunities for developing leadership, teamwork, and resilience. You will work closely with the team of specialist teachers to deliver a rounded education, ensuring that every child has the support they need to thrive.



The Pre-Prep Department

A Strong Team with a Child-Centred Approach

Our Pre-Prep team, led by Mrs Colette Quinlivan, is dedicated to providing a personalised, child-centred approach to learning. With over a decade of senior leadership experience and a passion for literacy and phonics, Mrs Quinlivan ensures that the department remains a place where every child can flourish academically, socially, and emotionally.

Working in small class sizes of up to 20 children, you will have the opportunity to offer individualised attention and tailored support, allowing you to make a real impact on each child's development. Our collaborative approach means that you will work closely with parents and other staff members to ensure that every child receives the best possible start to their educational journey.

Why Join Merchant Taylors' Prep?

At Merchant Taylors' Prep, we believe that the early years are a critical time for exploration, creativity, and the development of key skills that set the foundation for lifelong learning. Joining our Pre-Prep team means becoming part of a caring, supportive environment where every day is an opportunity to make a lasting impact on a child's education and personal development.

With a focus on excellence in teaching, compassion in care, and the opportunity for every child to succeed, our Pre-Prep offers a fulfilling and rewarding environment for both children and staff. If you are passionate about fostering young minds and creating an environment where children can thrive, we would love to hear from you.



Benefits

Professional Development Opportunities

The School offers an extensive induction programme for all new staff and encourages ongoing development through generous INSET provision. Funding for essential training and career progression is provided to help you excel in your role.

Generous Pension & Financial Support

The School offers membership to a Defined Contribution (DC) pension scheme through the Aviva Pension Trust for Independent Schools (APTIS). Additional financial support for scheme members includes life assurance, offering four times your salary in the event of death, and income protection for long-term illness or injury.

Health & Wellbeing

Your wellbeing is a priority, with access to on-site School Nurse, and counselling services/Employee Assistance Program (EAP). We also offer free access to our extensive leisure and sporting facilities, including a gym, swimming pool, and parkland.

Work-Life Balance & Family Benefits

Enjoy longer holidays than the maintained sector, along with free lunch and refreshments during term time. Fee concessions are available for the children of members of our teaching departments subject to entry requirements. Additional lifestyle perks include cycle schemes, parking, and discounts.



Applications

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Tel: 01923 825648

Email: office@mtpn.org.uk

www.mtpn.org.uk

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 Transparency Notice, which can be found on the Policies page of the School Website