



MERCHANT TAYLORS'  
Prep

Information for candidates

# Head of Computing

January 2026

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.



## *Head of Computing*

We are seeking an inspirational and forward-thinking Head of Computing to lead the development and delivery of a dynamic, future-ready computing curriculum at our leading UK prep school.

The successful candidate will be a passionate educator and digital innovator and an effective teacher, committed to preparing pupils for a rapidly evolving technological world while supporting staff and leadership in embedding digital excellence across the school.

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

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

**Closing date for completed applications: 25 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).

**Interviews to be held w/c 30 June 2025**



# *Head of Computing - Job Description*

Line Management: Reporting to Assistant Head Academic

## *Key Responsibilities*

### **Strategic Leadership & Innovation**

- Champion the strategic development of Computing and Digital Learning across the school, linking with colleagues at the Senior School and in the Digital Strategy Team.
- Advise the Senior Leadership Team on emerging technologies, digital trends (e.g. AI, coding, cybersecurity, digital citizenship), and their application in education.
- Promote the use of EdTech tools to enhance teaching, learning, and administration.
- Engage in the actions and responsibilities of all Heads of Department.
- Manage the Computing departmental budget.

### **Curriculum & Teaching**

- Design and deliver an engaging, inclusive, and progressive Computing curriculum from EYFS to Year 6, aligned with national standards and future skills.
- Integrate key areas such as coding, robotics, AI literacy, digital creativity, and online safety.
- Foster a love of computing and digital learning through project-based learning, competitions, and enrichment opportunities.
- Develop the learning environment within the Computing Department.

### **Assessment & Pupil Progress**

- Monitor and assess pupil progress using innovative and formative assessment strategies.
- Provide high-quality feedback to pupils and parents, ensuring clear communication of progress and next steps.

### **Staff Development & Collaboration**

- Lead staff training and CPD in digital skills, ensuring all staff are confident and competent in using technology to support learning.
- Collaborate with colleagues across departments to embed digital literacy and computational thinking across the curriculum.

### IT Infrastructure & Support

- Liaise closely with the IT technical team to ensure the school's digital infrastructure supports teaching and learning effectively.
- Contribute to the development and review of IT-related policies, action plans, and schemes of work.

### Pastoral & Wider School Life

- Serve as a Form Tutor, providing academic and pastoral support to pupils.
- Play a full and active role in the life of the school, including duties, events, meetings and extracurricular activities, and any other duties as reasonably required by the Head.
- Uphold and promote the school's values, ethos, and commitment to safeguarding and wellbeing.





## *Head of Computing - Person Specification*

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>A strong academic background with a relevant degree and teaching qualification (QTS)</li> </ul>	<ul style="list-style-type: none"> <li>Further IT qualifications.</li> </ul>	Applicant's Certificates
Experience	<ul style="list-style-type: none"> <li>Proven experience in teaching Computing across a range of age groups, ideally including EYFS to Year 6.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing a department or digital strategy.</li> </ul>	Application Form Interview Professional References
Safeguarding	<ul style="list-style-type: none"> <li>Strong commitment to safeguarding and child protection, including knowledge of child protection policies and procedures.</li> <li>Awareness of current safeguarding issues and dedication to promoting child welfare and safety.</li> </ul>		



## *Head of Computing - 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"><li>• Excellent communication, leadership, and organisational skills.</li></ul>
Knowledge	<ul style="list-style-type: none"><li>• A passion for digital innovation and a track record of integrating technology into teaching.</li><li>• Familiarity with current EdTech platforms (e.g. Microsoft 365, Toddle, coding platforms, and AI tools).</li></ul>
Personal Competencies and Qualities	<ul style="list-style-type: none"><li>• <b>Passion for Teaching:</b> Demonstrates enthusiasm and commitment.</li><li>• <b>Holistic Development Focus:</b> Supports children's physical, emotional, social, and cognitive growth through well-rounded educational experiences.</li><li>• <b>Patience and Empathy:</b> Demonstrates understanding and responsiveness to the diverse needs and behaviours of young children.</li><li>• <b>Collaboration:</b> Works well as part of a team, fostering strong team dynamics and relationships with colleagues, parents, and specialists.</li><li>• <b>Adaptability:</b> Responds flexibly to individual children's needs by adapting teaching and changing classroom situations.</li><li>• <b>Professional Development:</b> Demonstrates a commitment to reflective practice, continuous learning, and ongoing professional growth.</li></ul>





# *The Computing Department*

## *Overview*

The Computing Department at Merchant Taylors' Prep provides a dynamic, stimulating, and supportive environment where children embark on their digital development journey.

Our dynamic, future-ready computing curriculum develops key skills that will serve children throughout their lives.

Working in small class sizes, 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 has an outstanding educational journey.

## *Why Join Merchant Taylors' Prep?*

Joining our 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, we offer 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](mailto:office@mtpn.org.uk)

[www.mtpn.org.uk](http://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