



MERCHANT TAYLORS'  
Prep

Information for candidates

# KS1 Teaching Assistant & Wraparound Care

October 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.



## *Key Stage 1 Teaching Assistant & Wraparound Care*

A talented and nurturing KS1 Teaching Assistant is required to join our outstanding Pre-Prep Department. This is a permanent position, starting as soon as possible (with flexibility up to January 2026 for the right candidate).

The successful candidate will support Year 2 in the mornings, before moving to our EYFS site to help lead our wraparound care provision in the afternoons. This is a varied and rewarding role for a proactive and adaptable individual who is committed to teamwork, child development, and the values of our 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:

**Closing date for completed applications: 10 October 2025**

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

**Interviews to be held w/c 13 October 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).

# *Key Stage One Teaching Assistant & Wraparound Care- Job Description*

Line Management: Reporting to Assistant Head EYFS

## *Key Responsibilities*

### *Curriculum Support (KS1)*

- Work closely with the Year 2 teacher to deliver high-quality learning support.
- Provide targeted assistance in phonics, reading, writing, and mathematics.
- Support pupils in small groups and one-to-one.
- Maintain accurate records of pupil progress where appropriate.

### *Wraparound Care Provision (EYFS & KS1)*

- Help to organise and deliver engaging after-school activities.
- Support mealtimes, outdoor play, and safe routines for pupils from EYFS and KS1.
- Ensure high standards of care, supervision, and safeguarding throughout the session.
- Work collaboratively with colleagues to ensure smooth handover from the school day.

### *Child-Centred Care*

- Build warm, respectful relationships with pupils to promote well-being and a love of learning.
- Be attentive to individual needs, supporting social, emotional, and cognitive development.

### *Parental Engagement*

- Maintain a professional, approachable manner with parents.
- Support strong home-school communication, particularly around wraparound care provision.

### *Supervisory Duties*

- Support pupils during transitions, breaks and collection at the end of the day.
- Ensure pupils are safely supervised at all times.

### *Health and Safety*

- Complete and maintain up-to-date paediatric first aid training.
- Respond to minor injuries and first aid needs appropriately.
- Ensure health, safety, and safeguarding procedures are followed at all times.

### *Behavioural Support*

- Implement and uphold the school's behaviour policies, in line with relational practice and the Zones of Regulation framework, to foster a positive learning environment.



## *Key Stage One Teaching Assistant & Wraparound Care -Person Specification*

|                | Essential                                                                                                                                                                                                                          | Desirable                                                                                                                                                                                                | Method of Assessment                                     |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Qualifications | <ul style="list-style-type: none"> <li>NVQ Level 3 (Early Years Educator) or equivalent</li> <li>Evidence of recent, relevant CPD</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>Paediatric First Aid certification</li> <li>RWI phonics training or equivalent</li> <li>Appropriate additional TA qualifications (e.g. NVQ 2 or above)</li> </ul> | Applicant's Certificates                                 |
| Experience     | <ul style="list-style-type: none"> <li>Experience of working in an EYFS or KS1 setting</li> <li>Experience of supporting phonics, reading, and mathematics</li> <li>Experience of working effectively as part of a team</li> </ul> | <ul style="list-style-type: none"> <li>Experience in wraparound/extended care settings</li> <li>Experience of working in any environment requiring multitasking and flexibility</li> </ul>               | Application Form<br>Interview<br>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> </ul>                                                         |                                                                                                                                                                                                          |                                                          |



## *Key Stage One Teaching Assistant & Wraparound Care -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.

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skills</b>                              | <ul style="list-style-type: none"> <li>• Hardworking, organised, reliable</li> <li>• Strong team player with the ability to build positive relationships</li> <li>• Ability to multi-task and prioritise effectively</li> <li>• Good communication skills (spoken and written)</li> <li>• Creativity in planning/organising engaging activities</li> <li>• Good sense of humour and resilience</li> <li>• Confidence using IT for communication and record keeping</li> </ul>                                                                                                                                                                                                                          |
| <b>Knowledge</b>                           | <ul style="list-style-type: none"> <li>• Secure knowledge of KS1 curriculum expectations</li> <li>• Appropriate level of literacy and numeracy</li> <li>• Awareness of relational practice and Zones of Regulation framework</li> <li>• Familiarity with Read Write Inc. phonics programme</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Personal Competencies and Qualities</b> | <ul style="list-style-type: none"> <li>• The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</li> <li>• Motivation to work with children and young people</li> <li>• Motivation to work within a team and be a team member</li> <li>• Strong organisational skills</li> <li>• Positive, nurturing and approachable manner</li> <li>• Integrity, respect and credibility in all interactions</li> <li>• Enthusiasm for Forest School/outdoor learning and wraparound care</li> <li>• Flexibility to adapt to the needs of a busy Pre-Prep setting</li> </ul> |



# *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.

## *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 Key Stage One is 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*

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: 10 October**

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.

**Interviews to be held w/c 13 October**

---

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, online checks and the Disclosure and Barring Service (DBS).



MERCHANT TAYLORS'  
Prep



MERCHANT TAYLORS'  
School

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