



MERCHANT TAYLORS'
Prep

Information for candidates

Early Years 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.



Early Years Teaching Assistant & Wraparound Care

A talented and nurturing Early Years 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 April 2026 for the right candidate).

The successful candidate will contribute to fostering a positive, nurturing, and stimulating learning environment that supports the holistic development of our pupils. The role spans across the Pre-Prep day (EYFS/KS1), with particular responsibility for supporting phonics provision and the organisation and delivery of Forest School. There is also opportunity to have active involvement in our after-school wraparound care provision.

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: 31 October 2025

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

Interviews to be held November 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).

Early Years Teaching Assistant & Wraparound Care- Job Description

Line Management: Reporting to Assistant Head EYFS

Key Responsibilities:

Curriculum Support

- Collaborate with class teachers and fellow Teaching Assistants to plan, deliver, and assess the EYFS curriculum effectively.
- Support the teaching of RWI phonics and other curriculum initiatives, including Mathematics.
- Develop a thorough understanding of the school's learning approaches and adapt activities accordingly.
- Maintain accurate records of pupil progress and participation.

Forest School Support

- Work alongside the Forest School Lead to prepare, organise and set up resources for weekly sessions.
- Assist in leading activities and ensuring the safe supervision of pupils during Forest School.
- Support the smooth running of off-site woodland sessions, including preparation and tidying away of equipment.

Team Collaboration

- Foster strong professional relationships with colleagues, working cohesively as part of a team.
- Engage actively in staff meetings, training sessions, and school development initiatives.

Child-Centred Care

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

Parental Engagement

- Maintain a professional, approachable, and supportive demeanour with parents, addressing their queries when necessary and facilitating strong home-school communication.

Health and Safety

- Complete and maintain up-to-date paediatric first aid training and attend to any first aid needs.
- Assist children with personal care when needed, maintaining dignity and respect at all times.

Administrative Support

- Undertake various administrative tasks such as photocopying, organising learning materials, maintaining displays, and listening to pupils read.
- Provide occasional classroom cover during staff absences, delivering structured activities as planned.

Extra-Curricular & Wraparound Care

- Assist with after-school care, helping to organise engaging activities and supporting meal provision.
- Ensure pupils are safely supervised and collected at the end of the day.
- Contribute to the smooth running of school events, such as sports days, concerts, and trips.

Behavioural Support

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

Supervisory Duties

- Oversee children during break and lunchtimes, ensuring a safe and structured environment.
- Support safe routines during the school day, and the support to end of day wraparound care.





Early Years Teaching Assistant & Wraparound Care -Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	- NVQ Level 3 (Early Years Educator) or equivalent - Evidence of recent, relevant CPD	- Paediatric First Aid certification - RWI phonics training or equivalent - Appropriate additional TA qualifications (e.g. NVQ 2 or above) - Forest School qualification or experience of supporting outdoor learning	Applicant's Certificates
Experience	- Experience of working in an EYFS or KS1 setting - Experience of working effectively as part of a team	- Experience of supporting Forest School or outdoor learning provision - Experience in wraparound/extended care settings - Experience of working in any environment requiring multitasking and flexibility - Experience of supporting phonics teaching and early reading	Application Form Interview Professional References
Safeguarding	Strong commitment to safeguarding and child protection, including knowledge of child protection policies and procedures.		



Early Years 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.

Skills	• Hardworking, organised, reliable • Strong team player with the ability to build positive relationships • Ability to multi-task and prioritise effectively • Good communication skills (spoken and written) • Creativity in planning/organising engaging activities • Good sense of humour and resilience • Confidence using IT for communication and record keeping
Knowledge	• Secure knowledge of EYFS curriculum and Development Matters • Appropriate level of literacy and numeracy • Familiarity with Read Write Inc. phonics programme • Awareness of relational practice and Zones of Regulation framework • Strong working knowledge of safeguarding in schools
Personal Competencies and Qualities	• Motivation to work with children and young people • Motivation to work within a team and be a team member • Organisational skills • Positive, nurturing and approachable manner • Integrity, respect and credibility in all interactions • Enthusiasm for Forest School/outdoor learning and wraparound care • Flexibility to adapt to the needs of a busy Pre-Prep setting



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 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

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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