



MERCHANT TAYLORS'  
Prep

Information for candidates

# Years 3&4 Learning Support Assistant

September 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.



## *Years 3 & 4 Learning Support Assistant*

A skilled and supportive Learning Support Assistant is required to join our excellent Year 3 and Year 4 team. This is a permanent position, starting in September 2026, and offers an exciting opportunity to work within a forward-thinking department dedicated to helping every child achieve their full potential. The successful candidate will work closely with class teachers, the Learning Support Department and individual pupils to deliver high-quality, tailored support that nurtures confidence, independence and academic progress.

The successful candidate will provide tailored support for pupils in Years 3 and 4 who require provision beyond that which is routinely available in classrooms, including those with or working towards an EHCP. Working closely with the Head of Learning Support, you will help plan and deliver targeted interventions—both in and out of the classroom—to ensure pupils make strong academic, social and emotional progress.

You will play an important role in identifying individual support needs, monitoring progress, and adapting provision to respond to pupils' evolving requirements. Flexibility, initiative and a responsive approach will be essential in ensuring every child receives the support they need to thrive.

We welcome applications from experienced practitioners as well as enthusiastic apprentices who are keen to develop their skills and gain hands-on experience in a highly supportive school environment. Comprehensive guidance and professional development opportunities will be provided to ensure the successful candidate can thrive and grow within their role.

**Closing date for applications:  
23 April 2026, 8AM**

**Interviews to be held w/c 27  
April 2026**

# *Years 3 & 4 Learning Support Assistant - Job Description*

Line Management: Reporting to: Head of Learning Support

## *Key Responsibilities:*

### *Specialist Pupil Support*

- Provide specialist support for pupils with SEND (Special Education Needs and Disabilities, including pupils with an EHCP) and EAL (English as an Additional Language) needs in different curriculum contexts
- Run (and develop) activities or short programmes to support the needs of identified groups of children
- Support individuals or groups of pupils with SEND both in-class and outside the classroom
- Support transitions between Y2 -> Y3 / Y4 -> Y5
- Follow up programmes delivered by Intervention Teachers, therapists or HoLS
- Assist in supporting pupils with EHCPs and contribute to annual reviews when required
- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher and Head of Learning Support

### *Planning, Monitoring and Administration*

- Keep accurate records of support and progress, sharing updates with staff as needed
- Contribute to Assess-Plan-Do-Review cycles, including setting and reviewing targets
- Refer pupils for monitoring, assessment or alternative support if required
- Maintain clear and consistent communication with teachers about SEN pupils' needs
- Help ensure pupils have appropriate support and accessible learning environments
- Maintain pupil records and documentation relating to Y3/4 LSA role
- Regularly review pupil progress
- Provide written or verbal feedback when requested

### *Working with Staff and External Professionals*

- Liaise with Head of Learning Support regularly
- Collaborate with colleagues to ensure pupils have accessible learning environments and resources
- Attend meetings related to pupils or teaching and learning, where possible
- Work with professionals such as SaLT, or OT to ensure continuity of strategies
- Assist in adapting resources to meet pupil needs
- Support a positive, inclusive learning environment

### *Professional Development and Conduct*

- Undertake regular professional development to keep informed of best practice and innovation in your area of specialism
- Support the aims and ethos of the school
- Undertake professional duties that may be reasonably assigned by the Headteacher
- Be proactive in matters relating to health and safety
- Attend meetings, reviews and INSET days where requested

### *Coordination tasks*

- Provide half-termly updates for teachers and weekly updates for HoLS for pupils with Fact Sheets or APDRs
- As appropriate, set individual pupil targets in discussion with staff in line with curriculum and aims/ways of working
- Create and maintain records of pupil progress. Share these with other staff involved in delivering pupil support and collate these centrally on appropriate systems
- Maintain oversight of pupil progress of SEND pupils and share concerns promptly with relevant staff
- Keep up to date with the latest strategies for support and disseminate findings to relevant staff as appropriate





## *Years 3 & 4 Learning Support Assistant - Person Specification*

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> <li>English and Maths GCSE at a minimum of Grade 4/5 or equivalent</li> <li>Resident in England for the last 3 years (for those wishing to pursue the apprenticeship route)</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 Teaching Assistant qualification</li> <li>Have training in aspects of SEN, i.e. ADHD, Dyslexia, Autism, DCD, SaLT etc</li> <li>First Aid certification</li> </ul>	Applicant's Certificates
Experience	<ul style="list-style-type: none"> <li>Experience delivering provision for individuals/small groups</li> <li>Experience of supporting pupils with SEND</li> </ul>	<ul style="list-style-type: none"> <li>Experience and knowledge of Y3/4 pupils</li> <li>Experience working with pupils with EAL</li> <li>Experience of sensory provision</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> </ul>	<ul style="list-style-type: none"> <li>Experience of using digital safeguarding/recording systems (e.g., CPOMS)</li> </ul>	



## *Years 3 & 4 Learning Support Assistant - 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.

<p><b>Skills</b></p>	<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>• Good sense of humour and resilience</li> <li>• Confidence using IT for communication and record keeping</li> </ul>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Willingness to develop knowledge and understanding of SpLD and SEND</li> </ul>
<p><b>Personal Competencies and Qualities</b></p>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Positive, nurturing and approachable manner</li> <li>• Integrity, respect and credibility in all interactions</li> <li>• Flexibility to adapt to the needs of a busy school setting</li> </ul>



# *The Learning Support Department*

## *Learning Support Department*

The Learning Support Department at Merchant Taylors' Prep provides a dynamic, nurturing, and highly responsive environment where pupils of all ages receive the tailored guidance they need to thrive. Working closely with children, teachers, and families, the department ensures that every learner, whether they require short-term reinforcement or ongoing specialist support, can access the curriculum with confidence. Based centrally within the school, the Learning Support team offers seamless, well-coordinated provision throughout each stage of a pupil's journey, helping to build strong foundations for academic progress, emotional wellbeing, and personal growth.

## *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,  
Merchant Taylors' Prep  
Moor Farm  
Sandy Lodge Road  
Rickmansworth  
Hertfordshire  
WD3 1LW

Closing date for applications: 8AM, 23 April 2026

Interviews to be held w/c 27 April 2026

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).

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[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