



MERCHANT TAYLORS'
Prep

Information for candidates

KS1 Teaching Assistant

September 2026
or
January 2027

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

Responsible to: KS1 Lead

A talented, enthusiastic and nurturing KS1 Teaching Assistant is required to join our outstanding Pre-Prep Department. This is a permanent position, commencing in September 2026 (with flexibility up to January 2027 for the right candidate).

The successful candidate will play a key role in supporting pupils' learning, development and wellbeing, working closely with teaching staff and colleagues across the department to provide a high-quality educational experience. They will help to create a positive, inclusive and engaging learning environment in which every child feels valued, supported and encouraged to achieve their full potential.

We are seeking an individual who is passionate about working with young children, demonstrates excellent communication and interpersonal skills, and is committed to fostering pupils' confidence, independence and enthusiasm for learning.

The role offers the opportunity to contribute to all aspects of school life and to work as part of a dedicated and collaborative team within a caring and vibrant school community.

Key Stage One Teaching Assistant

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.

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 to foster a positive learning environment.



Key Stage One Teaching Assistant

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Evidence of relevant professional development Good standard of literacy and numeracy 	<ul style="list-style-type: none"> Paediatric First Aid certification Strong phonics or early reading knowledge Appropriate additional TA qualifications (e.g. NVQ 2/3) 	<p>Application Form</p> <p>Certificates</p>
Experience	<ul style="list-style-type: none"> Experience of working in a primary setting Experience of supporting phonics, reading, and mathematics Experience of working effectively as part of a team 	<ul style="list-style-type: none"> Experience of working in a KS1 setting 	<p>Application Form</p> <p>Interview</p> <p>References</p>
Safeguarding	<ul style="list-style-type: none"> Strong commitment to safeguarding and child protection, including knowledge of child protection policies and procedures and a willingness to undertake all required safeguarding training. 		<p>Application Form</p> <p>Interview</p> <p>References</p>



Key Stage One Teaching Assistant

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>Skills</p>	<ul style="list-style-type: none"> • 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
<p>Knowledge</p>	<ul style="list-style-type: none"> • Secure knowledge of curriculum expectations • Appropriate level of literacy and numeracy • Awareness of relational practice • Familiarity with phonics and early reading
<p>Personal Competencies and Qualities</p>	<ul style="list-style-type: none"> • The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people • Motivation to work with children and young people • Motivation to work within a team and be a team member • Strong organisational skills • Positive, nurturing and approachable manner • Integrity, respect and credibility in all interactions • Enthusiasm for supporting learning both indoors and outdoors • 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.

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.





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 and either email to:

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

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. 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).



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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