



**Merchant Taylors'**  
School

**Merchant Taylors' School,  
Liverpool**

**Appointment of**

**Learning Support Assistant**

Candidate Brief and  
Information for Applicants

Merchant Taylors' School  
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## **About Merchant Taylors' School**

In 2020 our historic independent school in Crosby, Liverpool celebrated its 400th anniversary. We are widely recognised as one of the finest schools in the North-West of England with a rich heritage of educating girls and boys aged 4 to 18.

We occupy three sites in Crosby and each School is within close walking distance;

**Stanfield Preparatory School** - Coeducational Reception to Year 6

**Merchant Taylors' Boys' School** – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

**Merchant Taylors' Girls' School** – Single Sex Years 7 – 13 (some joint teaching in the Sixth Form)

Alongside a rigorous academic curriculum, we offer an abundance of other opportunities, including a vibrant range of clubs and sporting activities designed to inspire and develop the talents of each pupil. Whether it's on the stage, in the concert hall, on the sports field or working in the community, our pupils will have the chance to grow in areas outside the classroom.

Our inspiring teachers seek to nurture a spirit of inquiry and curiosity in all our pupils, helping them to develop to their fullest potential. We also have a committed and highly professional team of support staff who are an integral part of the School which help to create a caring and supportive learning environment. Learn more about us and why we are proud to be investing in potential by viewing our 5-year strategy 2022- 2027:

<https://www.merchanttaylors.com/strategy/>

## **The Diamond Model of Learning**

Over the course of the next five years, we will move fully into a diamond learning model of education, led by an Executive Head. This structure means boys and girls are educated together from Reception to Year 6 and come together again in Sixth Form (Lower Sixth and Upper Sixth). From Year 7 to Year 11, they are taught in single-sex senior schools.

Stanfield Preparatory School, Merchant Taylors' is a happy, friendly school where young minds are encouraged to explore and be inquisitive, unafraid to make and learn from mistakes. Our contemporary facilities, excellent teaching staff and smaller class sizes allow us to bring the very best out of every girl and boy. A wide-ranging programme of enrichment and extra-curricular activities helps to bring out the very best in every child, all delivered in contemporary, vibrant learning environment.

Merchant Taylors' Boys' School (Year 7-11): at Merchant Taylors' Boys' School, we aim to develop well-educated, well-rounded and caring young men who will play a significant role in society. Each of our boys is academically able and we seek to nurture in them a spirit of inquiry and curiosity which will see them explore their chosen interests, whatever those may be. They are guided by committed, enthusiastic and inspiring teachers who have strong subject specialist knowledge – a key factor in developing students to their fullest extent.

Merchant Taylors' Girls' School (Year 7-11): at Merchant Taylors' Girls' School, we encourage our girls to achieve excellence together in a caring and dynamic learning environment. We are proud of our record of academic attainment, but we remain focused on the wellbeing and

individual needs of each and every girl in our care, helping them to expand their horizons and understand just how incredible they can be. Girls are encouraged to be ambitious, to develop at a pace that is right for their own talents and needs.

Merchant Taylors' Sixth Form (Boys & Girls): Our Sixth Form model already involves a blend of single sex and co-educational experience for our A' Level students - this will continue and expand towards the Sixth Form becoming fully co-educational by September 2024.

## **The Post**

We are seeking to appoint a Learning Support Assistant. The position will see the successful applicant reporting into the Head of Learning Support at Merchant Taylors' Boys' School and delivering the following key responsibilities:

- To have a knowledge of a range of learning support needs relevant to the school
- To have an understanding of the specific needs of those pupils to be supported
- To aid pupils to learn as effectively as possible both in group situations and individually

For example:

- Clarifying and explaining instructions
- Ensuring pupils are able to use necessary equipment
- Motivating and encouraging pupils
- Assisting in areas of specific weakness, such as numeracy and writing skills
- Helping pupils to concentrate on and finish work set
- Developing appropriate resources to support pupils
- Assisting in the management of pupils' social interactions and behaviour
- To establish a supportive relationship with the pupils concerned
- To manage pupils as advised by the Head of Learning Support
- To use methods of promoting/reinforcing pupils' self esteem
- To ensure the safety of pupils while in your care
- To carry out any specific duties as outlined in the pupils' Individual Learning Plan (ILP)

Other duties include, supervision of a hub in the Learning Support Department, where pupils can go when feeling overwhelmed, supervision of the transition of pupils between lessons, to lunch, at the start and end of the day, being "on call" to be able to respond to immediate SEMH needs and working to support the Learning Support Department as and when available. You would also be required to carry out some other administrative tasks while staffing the Learning Support Hub.

## **Supporting the Head of Learning Support (HLS) and Form Tutor:**

- To assist the HLS to develop a suitable programme of support and then carry out the programme liaising with the class teacher and undertaking 1:1 or small group Learning Support Lessons
- To maintain the Learning Support team's system of recording and monitoring of pupils' progress
- To provide feedback about pupils' difficulties and/or progress to the HLS and class teachers
- To write reports about pupils' progress as requested by the HLS.

- To participate in the evaluation of the support programme, with the HLS and class teachers
- To support teachers in provided High Quality Teaching by suggesting strategies to support pupils in the classroom
- To report any problems about arrangements or any incidents to the HLS, or if unavailable, to a relevant member of staff

**Marketing:**

- To be an ambassador for Merchant Taylors' School; representing the School with professionalism, enthusiasm and loyalty at all times.
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' School, and be able to relate these to the wider community when required/asked.
- To assist with Open Days and other events where applicable and as directed by the line manager.

**The safeguarding responsibilities of the post include:**

- The provision of a safe environment in which children and young people feel heard
- Being aware of the indicators of abuse and neglect
- Ensuring vigilance in recognising changes in behaviour or mood
- Reporting safeguarding concerns in line with the School's Safeguarding Children and Child Protection Policy
- Attending Safeguarding training and updates as requested by the School

The duties of this role meet the definition of regulated activity relevant to children and an enhanced DBS check with children's barred list is appropriate.

This job description is current at the date of advertising but may be changed to reflect or anticipate changes in the job commensurate with the salary and role. Annual objectives will be agreed between the post holder and their line manager. The job description and person specification does not form part of a contract of employment and each individual task may not have been precisely identified within the duties and responsibilities above. It would be expected that the post holder would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

## Personal Specification

<b>Learning Support Assistant</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>NVQ or CACHE Level 1 or equivalent experience</li> </ul>	✓	
<b>Skills and experience</b>		
<ul style="list-style-type: none"> <li>Experience of providing Learning Support in a school or educational setting</li> <li>Willingness to learn about SEN techniques and teaching</li> <li>Excellent administrative and organisational abilities</li> <li>The drive, vision, ambition and energy to achieve excellence for all the pupils</li> <li>The ability and the vision to create an outstanding learning environment</li> <li>A passion to provide the best possible learning and teaching support</li> <li>Proven qualities as an imaginative, innovative, resourceful and decisive person, with the ability to inspire, motivate and stretch our pupils through support and appropriate challenge</li> <li>The ability, determination and drive to deliver learning packages across a range of subjects to individual and groups of children.</li> <li>The ability, determination and drive to deliver learning packages across a range of subjects to individual and groups of children.</li> <li>A sound and demonstrable knowledge of how to meet the educational, social and emotional needs of pupils with a range of special educational needs and disabilities</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>Strong empathetic and interpersonal skills couple with a genuine interest in young people</li> <li>Willingness to learn about SEN techniques and teaching</li> <li>Pedagogical imagination and determination that pupils with learning difficulties can succeed</li> <li>Excellent administrative and organisational abilities</li> </ul>	✓ ✓ ✓ ✓	

## **Terms and Conditions**

The post holder is expected to work 37 hours per week, Monday to Friday, term time only, with a 30-minute unpaid lunch break. The post holder is expected to attend INSET days.

The role is fixed term for 12-months and is subject to a 6-month probationary period.

## **Benefits**

The successful candidate will be able to take advantage of a number of benefits which include:

- Working as part of a committed and talented team of professionals
- Competitive salary
- Membership of the Schools' administrative pension scheme
- Life insurance benefit as part of pension membership
- Access to our on-site fitness suite
- Free lunch and refreshments during the school day
- Access to our employee assistance programme providing a 24-hour counselling and advice line
- Support for your continuous professional development

## **Safeguarding Statement**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## **Applications and Deadline**

For more information about Merchant Taylors' School, Liverpool why not visit our website <https://www.merchanttaylor.com/>

If you would like to apply for this rewarding role please go to [www.merchanttaylor.com/join-our-team/support-staff-vacancies/](http://www.merchanttaylor.com/join-our-team/support-staff-vacancies/)

Candidates should submit an application form via email to [recruitment@merchanttaylor.com](mailto:recruitment@merchanttaylor.com) or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: Friday 7<sup>th</sup> October at midday