



**Merchant Taylors'**  
School

**Merchant Taylors' School,  
Liverpool**

**Appointment of**

**Learning Support Assistant Full-time, Term Time  
Only - Permanent**

Candidate Brief and  
Information for Applicants

Merchant Taylors' School  
Liverpool Road  
Crosby  
Liverpool  
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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/>

## A Single Co-education School From September 2025

From September 2025 Merchant Taylors' Girls' will join Merchant Taylors' Boys' to create a single, co-educational senior school. The newly created school will be co-educational for all pupils aged 4-18, creating one school, one community, with one vision.

This strategic development allows us to broaden and strengthen our academic provision, while developing new opportunities and ensuring that access to those opportunities is the same for every pupil at Merchant Taylors'. The single, co-educational school will be based at the current Boys' School, which will be known as the Harrison Site.

Re-modelling our structure to become co-educational will provide greater operational and financial efficiency and will allow the School to help ensure that every pound generated in fee income from parents is invested to support the pupil experience. Uniting the Senior Schools on one site will mean that we can invest in one estate, refurbishing and developing it to meet, and indeed exceed, the requirements of all our community.

Merchant Taylors' School has a remarkable history, with every right to be proud of its achievements over the last 400 years. However, there is no room for complacency. The world is changing fast and we need to move with it whilst staying true to our founding purpose 'for the

teaching, educating, and instructing of youth'. The core of our strategy is the creation of a more outward-looking school which reflects modern society, generous in its commitments to partnerships and service to others, inclusive and diverse in its outlook, forward thinking and digitally acute, operating with the advice of, and in partnership with those at the cutting edge of change and with the schools around us. Society continues to evolve and it is our firm intention that the School adapts accordingly with agility and integrity.

In undertaking this change, the Governors are determined to retain all that is good from both the Girls' and Boys' Schools. This will ensure that both the new co-educational Senior School, and indeed Merchant Taylors' as a whole, becomes the best future-facing version of itself, understanding and serving the needs of its community as it has done for the last 400 years.

## **The Post**

We are seeking to appoint a Learning Support Assistant. The position will see the successful applicant 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 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)

## **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.

### **Safeguarding Responsibilities**

- 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.

### **General**

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</li> </ul>	✓  ✓ ✓ ✓  ✓  ✓	

children. <ul style="list-style-type: none"> <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, 08:30 – 16:30 Monday to Thursday and 08:30 – 16:00 on Fridays. The role is term time only, with a 30-minute unpaid lunch break. The post holder is expected to attend INSET days.

The role is subject to a 6-month probationary period and is offered on a permanent basis.

### 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 18<sup>th</sup> July 2025 at midday, however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.