Merchant Taylors'
School

Ambition | Character | Excellence

# Merchant Taylors' School,

# Liverpool

## Appointment of

# Learning Support Assistant Full-time, Term Time Only – Fixed Term

# Salary: National Living Wage

Candidate Brief and

Information for Applicants

Merchant Taylors' School

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## About Merchant Taylors' School

Merchant Taylors' School in Crosby, Liverpool, is one of the North West's most respected independent schools, educating girls and boys aged 4 to 18. With over 400 years of history and a reputation for excellence, we are proud to be a school that honours tradition while embracing innovation.

As of September 2025, we are a fully co-educational school across all age groups, creating a unified and inclusive learning community. Our closely connected sites include:

- **Stanfield Preparatory School** – Coeducational, Reception to Year 6
- **Merchant Taylors' Senior School** – Coeducational, Years 7 to 13, based at the Harrison Site

This strategic transformation marks a new chapter in our history, one that is defined by ambition, collaboration, and a commitment to excellence. We are investing significantly in our estate, curriculum, and staff development to ensure that every pupil receives an education that prepares them not just for exams, but for life.

At Merchant Taylors', we believe that outstanding schools are built by outstanding people. Our staff, both teaching and professional services, are central to our success. We value creativity, initiative, and a shared commitment to nurturing young minds. We offer:

- A forward-thinking and supportive working environment
- Opportunities for professional growth and leadership
- A culture of collaboration, innovation, and continuous improvement
- A strong sense of community, underpinned by Christian values of compassion, respect, and integrity

Our Strategic Direction 2025–2030 sets out a bold vision: to be the leading independent school in Merseyside. We are committed to outreach, inclusion, and educational excellence, and we seek colleagues who share our passion for shaping the future of education.

If you are motivated by purpose, inspired by challenge, and committed to making a difference, we invite you to join us.

## 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**

| **Learning Support Assistant** | | |
|---|---|---|
| Criteria | **Essential** | **Desirable** |
| **Qualifications** | | |
| • NVQ or CACHE Level 1 or equivalent experience | ✓ | |
| **Skills and experience** | | |
| • Experience of providing Learning Support in a school or educational setting | ✓ | |
| • Willingness to learn about SEN techniques and teaching | ✓ | |
| • Excellent administrative and organisational abilities | ✓ | |
| • The drive, vision, ambition and energy to achieve excellence for all the pupils | ✓ | |
| • The ability and the vision to create an outstanding learning environment | ✓ | |
| • A passion to provide the best possible learning and teaching support | ✓ | |
| • 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 | ✓ | |
| • The ability, determination and drive to deliver learning packages across a range of subjects to individual and groups of children. | ✓ | |
| • The ability, determination and drive to deliver learning packages across a range of subjects to individual and groups of children. | ✓ | |
| • 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 | ✓ | |
| **Personal Attributes** | | |
| • Strong empathetic and interpersonal skills couple with a genuine interest in young people | ✓ | |
| • Willingness to learn about SEN techniques and teaching | ✓ | |
| • Pedagogical imagination and determination that pupils with learning difficulties can succeed | ✓ | |
| • Excellent administrative and organisational abilities | ✓ | |

## 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.merchanttaylors.com/
If you would like to apply for this rewarding role please go to www.merchanttaylors.com/join-our-team/support-staff-vacancies/

Candidates should submit an application form via email to recruitment@merchanttaylors.com or alternatively post to Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP.

Closing date: Friday 6th November 2026 at midday, however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible.