Merchant Taylors'
School

Ambition | Character | Excellence

Merchant Taylors' School,
Liverpool

Appointment of

Mountain Leader – Duke of Edinburgh Award Scheme – Required immediately, flexible hours on a casual basis

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.

Purpose of the Role

To assist running the training and expedition section at Merchant Taylors' large and well-established Duke of Edinburgh award programme at Silver and Gold level across the senior Schools.

Responsibilities

Reporting into the Deputy Head, Co-Curricular the key responsibilities of the role will include:

Administration:

- To work in line with the ethos of the School and form good relationships with pupils
- To work with the Head of Silver and Gold Duke of Edinburgh Award Scheme in delivering aspects related to the expedition section of the DofE programme

- To identify opportunities for increased participation and alternative methods of completing the expedition section of the award
- To inspire others within the DofE programme by personal example
- Provide clear communication with staff and parents regarding expedition arrangements, expectations and safety procedures where required.
- Contribute to post-expedition reviews and incident reporting to support continuous improvement of the programme.
- Assist with approval and the appointment of Leaders, Instructors, Supervisors and Assessors and ensure they have access to appropriate training/qualifications for their role.

Expeditions:

- Ensure all expeditions comply with the current requirements and operating procedures of the Duke of Edinburgh's Award Expedition Section, including remote supervision practices.
- To assist in the planning of expeditions for the silver and gold award, developing routes and conducting appropriate risk assessment of these routes
- To assist the running of expeditions for the silver and gold award: taking a lead role whilst on expedition
- To assist in the organisation and delivery of the training for pupils in preparation for silver and gold expeditions
- Deliver or support training in navigation, campcraft, emergency procedures, group management, equipment use and expedition behaviour.
- Assist with the supervision of teams using appropriate remote supervision practices in accordance with DofE Expedition guidance.
- Support or liaise with accredited Expedition Assessors during qualifying expeditions.
- To assist with the documentation for expeditions and it is compliant with the School Educational Visits Policy, in consultation with our Educational Visits Coordinator
- Monitor weather, environmental conditions and route safety in advance of and during expeditions.
- Implement appropriate emergency procedures and incident reporting in line with school and DofE policy.
- Maintain appropriate first aid capability and safety equipment during expeditions.
- Assist with the organisation of transport and booking of minibuses and campsites
- To assist with the distribution, recording and collection of expedition equipment in conjunction with members of staff at the School
- Assist with inspection, maintenance and suitability of expedition equipment to ensure it is safe and appropriate for use.
- To help organise staff assisting on expedition, ensuring relevant staffing ratios are in place for expeditions and equip staff with information and equipment required

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.

Person Specification

Mountain Leader – Duke of Edinburgh Award Scheme		
Criteria	**Essential**	**Desirable**
Qualifications		
Driving Licence [ability to drive school minibus]		✓
First aid qualification [or willingness to be trained]	✓	
Qualifications in relevant outdoor activities would be advantageous, such as the Mountain leadership qualification	✓	
Knowledge, Skills and Experience		
Construct and implement long-term plans that improve and expand DofE programmes offered to young people and identify any training, resources and other needs required to undertake this work		✓
The ability to drive pupils in School minibuses whilst out on expedition		✓
An ability to communicate with colleagues and young people, both verbally and in writing		✓
An ability to organise and plan effectively	✓	
IT literate	✓	
Ability to manage staff effectively		✓
Able to provide inspirational leadership and motivate adults	✓	
Build, maintain and facilitate effective working relationships with a wide range of people	✓	
Plan, manage and monitor own tasks and time	✓	
Personal Attributes		
Integrity	✓	
Respected decision maker	✓	

Committed to ensuring high standards	✓	
Flexible approach	✓	
Self-motivated	✓	

Terms and Conditions

We are seeking a casual working arrangement whereby the hours of work will be flexible based on pupil interest.

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 hourly rate
- Membership of the Schools' administrative pension scheme when the earnings threshold has been met
- Life insurance benefit as part of pension membership
- Access to our on-site fitness suite
- 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.

This job description will be subject to amendment as the needs of the School dictate and it is expected that this role will evolve over time. This will be done in consultation with the post holder.

Closing date: Friday 27th November 2026 at midday however, we reserve the right to close the vacancy early so you are encouraged to apply as soon as possible. Completed application forms should be returned to recruitment@merchanttaylors.com