



MERCHANT TAYLORS'
School

Information for candidates

Teacher of Modern Languages

From September 2025



The School

History

Merchant Taylors' School has been one of the leading boys' schools in the UK since its foundation by the Merchant Taylors' Livery Company of the City of London in 1561. One of the nine great 'Clarendon schools', its alumni have achieved distinction throughout history. However, the school wears its heritage lightly, its strong sense of tradition very much at the service of the future. Through the Merchant Taylors' Educational Trust, it retains close links with other Merchant Taylors' schools, and with the Merchant Taylors' Company itself. Relocated from the City of London to Sandy Lodge, Northwood in 1933, the School sits on 285 acres of playing fields, and woodland, all within easy reach of Central London, Middlesex, Buckinghamshire, and Hertfordshire.

A selective school

The Nursery, the Pre-Prep & the Prep cater for 340 boys from 3 to 11 years of age, while the Senior School has over 950 pupils from 11 – 18, with over 300 in the Sixth Form. Competition for places is fierce, and entry is by competitive examination at 11+, and 16+.

Academic excellence

Public examination results are outstanding, the majority of students proceeding either to leading universities as well as medical schools in the UK or abroad. We pride ourselves on our outstanding pastoral care as well as our excellent academic results, and aspiration in all areas goes well beyond the norm, making Taylors' a particularly exciting and rewarding place to teach.

Innovation

Digital Learning is a key tenet of our provision for exam classes: pupils studying for GCSEs and A Levels each have their own Surface tablet, working digitally on OneNote for most of their lessons. Staff are provided with Surface Pros and this has allowed us to reimagine what school work looks like, enhancing collaboration, differentiation, tailored feedback and engagement. Merchant Taylors' is an exciting, rewarding environment in which to teach and provides the means for the development of a successful career in a place with a real sense of community.



The Person

We are seeking an experienced and/or well-qualified, graduate Teacher of Modern Languages for September 2025 to join this large department. The successful applicant will be expected to teach at least two of French, German or Spanish at Key Stage 3 level, with the ability to offer any of these to IGCSE or A-level an advantage. Our staff offer taster courses in Italian and Russian and staff participation in these enrichment courses is highly valued. There is also substantial scope for involvement in related academic matters such as promoting language prize essay and translation prize

entries, drama and debating competitions, the UK Linguistics Olympiad and to contribute to Oxbridge preparation and other Sixth Form enrichment courses. The ideal candidate will have excellent linguistic and cultural knowledge and be passionate about teaching modern languages throughout Key Stages 3 and 4, and there may be opportunities to teach Sixth Form and Oxbridge preparation classes in the future. We are looking, first and foremost, for an enthusiastic languages teacher who is an effective classroom practitioner and who will communicate a love of the subjects

to boys and colleagues. The ideal candidate will have the ability to inspire the boys and colleagues, so that learning languages is a truly exciting experience for them. You will join a successful, friendly, committed and experienced team. The school embraces the most diverse range of teaching styles and personalities, strongly believing that boys benefit from exposure to such diversity and there is a firm commitment to active learning and further engendering independent learning, particularly at Sixth Form level.



The Department

Resources & Accommodation

The Modern Languages Department currently consists of nine full-time teachers and one part-time teacher, seven of whom offer a second language, and four language assistants. We are housed in our own building, which is purpose built. Considerable use is made of technology. The department uses tablets/surfaces to teach lessons and boys in the Middle and Upper School also work exclusively on their surfaces during lessons. Classrooms have permanently installed projectors and teachers project tablets onto a screen; there is also a well-equipped departmental resource centre.

Curriculum & Results

The Modern Languages Department has an excellent record of results at IGCSE and A-level with an uptake that bucks national and local trends. A favourable number of students go on to study Modern Languages at Oxbridge and Russell Group universities, often combining their language studies with another subject. For IGCSE we currently use the Edexcel IGCSE qualification, supplementing the syllabus with film and cultural modules. At Sixth Form level we offer Eduqas A level. We align all three languages and syllabuses to ensure consistency and sharing of good practice in the department.



The Department

Activities

The school is proud of its reputation as a caring and friendly community with a high achieving culture across a broad range of curricular and co-curricular activities. You will be ready to engage fully in the life of the school. Our expectations of our pupils and teachers, academically and in terms of attitude and commitment, are very high. There is a strong Common Room culture of going the extra mile to stretch and support, in and beyond the classroom, so that every boy realises his potential. The department runs its own society, Panglossia, which hosts talks by visiting lecturers and MTS staff. Recent talks have focused on A-level set texts and films with

visiting speakers, often participating remotely, and pupil presentations on their A level Independent Research Projects. These events are well supported by MFL staff. We also have fruitful collaboration with other departmental societies such as English and we are keen to support cross-curricular initiatives.

The department places a great emphasis on trips abroad and exchanges and a willingness to commit to leading and accompanying trips in the school holidays is essential. We offer five language-based trips every year for all age groups in the School. In addition, we encourage colleagues to

avail themselves of the many cultural trips and events in London. Regular visits include the Goethe Institut, the Austrian Embassy, the London Schools' Drama French and Spanish Drama Festival and the London Schools' Poetry and Debating Competitions, where we have performed strongly in recent years.

Summary of Responsibilities

The main responsibility of each Teacher is their classroom teaching duties; there are, however, other responsibilities, such as being a Tutor, a Form Teacher and taking part of the school's games and activities programme. All these should be carried out to the highest standard to ensure the all-round quality of education for pupils at Merchant Taylors' School and to promote and safeguard the welfare of children and young persons..

- To discharge all professional duties as outlined in the Contract of Employment and associated Employment Manual
- To set personal professional standards (for example, in matters of dress and punctuality) that are of the highest level and that will enable the individual teacher to act as a role model for pupils
- To support the ethos of the school and to work in accordance with the desired aims and policies
- To share in pastoral responsibility for all pupils (especially those in the individual's teaching or Tutor Groups) in liaison with the appropriate Heads of School and senior managers
- To play an active role in the life of the school, including in the games and extra-curricular activities programme

Teaching

- Planning and preparing courses and lessons
- Assessing, marking, recording and reporting on the development, progress and attainment of pupils in line with school and departmental policy
- Promoting the general progress and well-being of individual pupils and groups of pupils
- Exercising proper care of teaching materials and rooms to maintain a stimulating teaching environment
- Following the agreed policies in the Departmental Handbook with regard to such matters as programmes of study, teaching methods, supporting pupils with learning support needs and homework
- Advising and co-operating in the preparation and development of courses of study, teaching materials, teaching programmes, and methods of teaching and assessment

Pastoral

- When required to undertake duties as a Tutor and/or Form Teacher as detailed in a separate job description
- To discharge all professional duties as outlined in the Contract of Employment and associated Employment Manual to the highest standard
- To set personal professional standards, for example in matters of dress and punctuality, that are of the highest level and that will enable the individual teacher to act as a role model for pupils
- To support the ethos of the school and to work in accordance with its desired aims and policies
- To share in pastoral responsibility for all pupils (especially those in the individual's teaching and Tutor Groups) in liaison with the appropriate Heads of House, Heads of School and senior managers

Assessment and Reporting

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and/or groups of pupils
- Communicating and consulting with the parents of pupils both formally at Parent's Meetings and informally
- Participating in arrangements for preparing and assessing pupils' work for public examinations



Professional Development

- Participating in the school's arrangements for teaching review
- To take part in the school's programme of induction and review for new teachers
- Reviewing from time to time teaching methods and schemes of work
- Participating in arrangements for further training and professional development as a teacher

Meetings

Participating, as required, in meetings that relate to the curriculum, the organisation of the school or pastoral matters

Behaviour Management

- Maintaining good order and discipline amongst the pupils and safeguarding their health and safety, both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- To require from the pupils the high standards of behaviour, dress, punctuality, effort and attendance that are consistent with the school's expectations

Cover

Supervising (and when appropriate teaching) any pupils whose teacher is not available to teach them as required by the Head of Department or the Deputy Head (Information Systems)

Co-curriculum and Games

To play an active role in the life of the school, including games afternoons and clubs and societies. For a more comprehensive list of activities please see the school website. Many activities occur on Saturdays e.g. inter school sport, prize giving, open days etc



The Benefits

- The School offers membership to a Defined Contribution (DC) pension scheme under a Master Trust provided by the Aviva Pension Trust for Independent Schools (APTIS)
- Access to a cash flexible benefit in lieu of pension contribution
- As a member of the pension scheme, there is life cover 4x annual salary and income protection
- Staff accommodation is often available and nearly half of the academic faculty lives on campus
- Interest-free loans are available to staff vacating school accommodation and taking out a mortgage

Career

- There is an extensive induction programme for all new colleagues, and we encourage ongoing professional development through generous inset provision
- Each member of the academic faculty has a voice on professional matters via the General Purposes Committee

Personal

- Fee concessions are available for the sons of any member of the academic faculty who meet the school's entry requirements
- Longer holidays than the maintained sector
- School Nurse on site
- Physiotherapist on site
- School Counsellor on site
- Typically generous sick and maternity/paternity arrangements

For Recreation

- Free use of the school's extensive leisure and sporting facilities: 250 acres of parkland with more than 65 devoted to sport
- Free lunch and free refreshments are available throughout the working day during term time



The MTS lifestyle

The Senior Common Room is a beautifully appointed space with a fully stocked bar for refreshments, situated at the very heart of the school. There are also a number of events held throughout the year which offer opportunities to socialise and forge new friendships. With so many staff living onsite this genuinely enhances the experience for staff. Here is a brief summary of activities which staff are welcome to join:

- Staff Choir
- Wine Society
- Life drawing class
- Staff cricket team
- 5-a-side football

There are various trips which are organised throughout the year such as a staff ski trip and an annual pre-Christmas trip to Harrods. There are also many popular events run by Parents Associations such as the summer barbecue by the lake, a rugby dinner & dance, a Burns Night supper and concerts which staff are most welcome to attend.





The Process

Please complete an application form and an accompanying letter (maximum 500 words) outlining your suitability for the post; you may wish to include a brief CV.

Applications to be submitted by **Monday 25th November 2024, 12pm**

First round online interviews to be held on **Thursday 28th November 2024**

Second round interviews in school to be held on **Thursday 5th December 2024**

The Head of Modern Foreign Languages, Richard Bailey, is happy to answer any questions; please contact him at rbailey@mtsn.org.uk

Applications to (email or post):

Recruitment Officer,

Merchant Taylors' School,

Sandy Lodge,

Northwood,

Middlesex,

HA6 2HT

Email: recruitment@mtsn.org.uk

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 and the Disclosure and Barring Service (DBS).



MERCHANT TAYLORS'
School

Merchant Taylors' School, Sandy Lodge,
Northwood, Middlesex HA6 2HT



MERCHANT TAYLORS'
Prep

Merchant Taylors' Prep, Moor Farm,
Sandy Lodge Road, Rickmansworth, Hertfordshire

Tel. +44 (0)1923 820644
Email. info@mtsn.org.uk

www.mtsn.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 Staff Transparency Notice, which can be found on the Vacancy page of the School Website