



Merchant Taylors'  
School

**Merchant Taylors' School,  
Liverpool**

**Appointment of**

**SEN TEACHING 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 coeducational by September 2024.

## **The Post**

We are looking to employ a Teaching Assistant with qualifications in supporting pupils with special educational needs such as ASD, ADHD and Dyslexia. You will work on a one to one basis with a pupil within our primary school, supporting their learning and helping them to attain educational outcomes above their own expectations. You will know how to motivate and encourage children and have a personality that is patient, kind and resilient. Reporting into the Head of School, you will work within a professional team of Teaching Assistants and qualified Class Teachers to build positive relationships with the children in an environment that supports their learning. The position will see the successful applicant delivering the following key responsibilities;

### **Key Responsibilities:**

- Provide support for an individual pupil or small group of pupils through effective working relationships and learning support.
- Supporting positive communication, social and emotional support for an individual pupil or small group of pupils
- Supporting the needs of pupils by adapting tasks in the classroom to support their needs
- Provide support for teaching staff as and when required to assist with the overall lesson plans, utilisation of resource needs and the learning needs of pupils.
- Provide support for the Curriculum to maintain the required standards of achievement.
- Provide support for the School by supporting and adhering to the overall ethos and strategic direction of the School.
- Support all pupils in their learning and development, in small groups or with individual pupils as directed, treating them with respect and consideration.
- Support the delivery of medical provision in the school.

### **Key Duties:**

- To establish good working relationships with pupils, acting as a role model.
- To be aware of and respond appropriately to individual pupil needs ensuring effective interaction and provide support for safety during learning activities.
- To promote inclusion and acceptance, self-esteem and independence of all pupils.
- To provide feedback in relation to progress and achievement under the guidance of the teacher.
- To create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- To undertake record keeping and pupils' achievements, progress and issues as appropriate in an agreed format.

- To promote good behaviour, dealing with conflict, and encourage children to take responsibility of their behaviour.
- To establish constructive relationships with parents/carers.
- Assist in the supervision of pupils on outings and visits.
- Support the curriculum under the direction of class teachers and senior leaders.
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the direction of the class teacher.
- To prepare and maintain equipment/resources as and when required.
- To attend relevant meetings as and when required.
- To participate in training and other learning activities as required for professional development.
- To participate in training to act as a First Aider within the school and undertake medical duties.
- 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 line manager.

### **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>SEN Teaching Assistant</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• NCFE CACHE Level 3 Qualification or equivalent</li> <li>• Specific qualifications relating to supporting pupils with special educational needs such as ASD, ADHD, Dyslexia</li> <li>• First Aid qualification (training will be provided)</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p>
<b>Skills</b>		
<ul style="list-style-type: none"> <li>• Experience with EYFS, KS1 and KS2</li> <li>• Experience of working with pupils with ASD and/or ADHD</li> <li>• A sound understanding of how children develop social and mentally</li> <li>• Ability to build effective working relationships with parents, carers, children and other professionals.</li> <li>• General knowledge of the curriculum and other basic learning programmes/techniques</li> <li>• Knowledge of ICT equipment and other technology, i.e. video, photocopier etc</li> <li>• Knowledge of planning and preparation of activities</li> <li>• Knowledge of working and supervising children in a similar role</li> <li>• Knowledge of developing individual needs</li> <li>• Willingness to participate in relevant training and development opportunities including first aid</li> <li>• Training in literacy/numeracy and social &amp; communication needs</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Aptitudes		
<ul style="list-style-type: none"> <li>• Ability to plan and organise effectively</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to meet and adhere to deadlines</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to work on own or as part of a team.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Flexible and adaptable to change</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A dedication to establishing positive relationships with pupils and understanding their needs</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• A strong desire to inspire and a passion for supporting and nurturing pupils</li> </ul>	✓	

### Terms and Conditions

The post holder is expected to work 35 hours per week with a 30 minute unpaid lunch break. The hours of work are 8.30am – 4.00pm on a full time basis.

The role is fixed term for 12 months and assessed annually dependent upon external funding. It is also 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
- 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 <https://www.merchanttaylor.com/join-our-team/support-staff-vacancies/>

Candidates should submit a completed application form to [recruitment@merchanttaylor.com](mailto:recruitment@merchanttaylor.com)

Closing date Monday 5<sup>th</sup> June at midday.