



# Merchant Taylors' School

**MERCHANT TAYLORS' SCHOOL,  
LIVERPOOL**

Appointment of

**Teaching Assistant and After School Leader  
Information for Applicants**

## Welcome to Merchant Taylors' Schools

Thank you for your interest in Merchant Taylors' School. I am delighted that you are considering working here. As a member of the Professional Services Staff you would play a pivotal role in supporting the school to deliver the very best in academic and pastoral and Other Half opportunities to our pupils.

Please take some time to look at our website <https://www.merchanttaylors.com/>, as this will tell you a lot about us and give you a taste of the atmosphere.

Merchant Taylors' is an independent Day School, which provides education for boys and girls aged 4 to 18 years old. Based in Crosby, to the north of Liverpool city centre, we serve a wide catchment area across Liverpool, Merseyside, Lancashire and Cheshire.

Academic standards are high, with the best A Levels results for an independent school in the region, and there are excellent facilities for sport, music, art and drama. Whilst academic work is of prime importance, what happens in the classroom is only one aspect of a Merchant Taylors' education. Our aim is to deliver the best education for life.

The Professional Services team led by the Director of Finance and Operations include the following functions; Finance, Procurement, Estates and Facilities, HR, ICT, Marketing, Admissions, Development and our Sports Centre business.

Founded in 1620 by John Harrison, citizen and Merchant Taylor of London, the Schools are proud of their historical links to The Merchant Taylors' Company and look forward to celebrating their 400<sup>th</sup> anniversary in 2020. This is an exciting time to join our Schools as we reflect upon our history, celebrate our community and focus on the future.



## **PROFESSIONAL SERVICES BENEFITS**

### **Annual Leave**

Full time staff benefit from 30 days annual leave (plus eight statutory bank holiday). The entitlement is pro rata for staff working part time or on a term time plus basis.

### **Employee Assistant Programme**

Merchant Taylors' School provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme.

### **Lunch**

We pride ourselves on the exceptional quality and variety of the food we offer. Staff can enjoy free lunches in the Dining Hall during term time.

### **Parking**

Free parking for staff is available on site

### **Pension**

Merchant Taylors' School runs a group pension scheme with Royal London into new staff are automatically enrolled on their first day of employment. The contribution rates are 4% from employee and 8% employer. Employees can contribute more percentage if you wish to.

### **Sports Centre Membership**

Members of staff have automatic membership of the Gym facility during specially designed staff times.

### **Cycle to Work Scheme**

The School is registered with Bike2Work for this Government scheme

### ***Merchant Taylors' Sports Centre - Ian Robinson Sports Centre***



## **Job Description**

**Job Title:** Teaching Assistant and After School Leader

**Reporting to:** Headmistress

**Job Purpose:** In this role you will undertake a dual role; You will undertake the duties of a level 3 qualified Teaching Assistant from 10.30am until 3.00pm and then assume the role of After School Leader from 3.00 - 6.30pm managing a small group of staff.

You will therefore undertake an important role within the school in supporting the educational provision and welfare of the children who attend the school.

As a Teaching Assistant you will supervise and support the learning of individual children or groups of children under the direction and supervision of teachers and other senior staff.

As the After School leader you continue helping children to learn through play and managed activities, ensuring that the children enjoy the After School Club and find it a stimulating environment, striving to make effective use of resources to plan for and provide a rich and diverse programme of activities. You will also manage a small number of staff who work in the After School Club.

### **Key Responsibilities:**

- Support for the pupils via effective working relationships and learning support.
- Support for Teaching/Senior staff to assist as and when required for the overall lesson plans, utilisation of resources needs and learning needs of the pupils.
- Support for the Curriculum to maintain required standards of achievement.
- Support for the School by supporting and adhering to the overall ethos and strategic direction.
- 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.
- To work with the school to prepare and implement policies relevant to Aftercare provision
- To meet with all statutory requirements as laid down in the National Standards guidance
- To supervise high quality play and care for the children putting the needs and safety of children first
- To provide activities that develop each child's social, physical, moral and intellectual development
- To promote positive relationships with children, parents and other carers
- To manage the After School Care team

### **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 provide clerical/administrative support (e.g. photocopying, typing, filing collecting money, etc.)
- To assist with the display of children's work.
- To create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans.
- To undertake record keeping and pupil's 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 Teacher/Senior Staff
- Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes under the supervision and direction of the 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 manage and organise the Aftercare team, arranging cover for staff absenteeism, ensuring correct staff/pupil ratios at all times
- To lead team meetings with the Aftercare staff
- To keep a daily register of all pupils attending
- To plan and organise daily activities for all pupils
- To supervise the preparation, care, cleanliness and maintenance of the playrooms and equipment
- To provide weekly planning in line with EYFS for children under 6
- To maintain development and observation records for under 6's
- To manage pupil behaviour through positive reinforcement
- To monitor and keep accident records and risk assessments
- To organise the provision of refreshments

#### **Skills & Knowledge:**

- Working with children unsupervised: Qualified to NVQ Level 3, 4 GCSEs grades A-C, or BTEC/Diploma in Early years and Education
- Effective communication skills to liaise with children, colleagues and other professionals
- Knowledge of EYFS requirements
- Knowledge of the curriculum
- Knowledge of planning and preparation of activities
- Knowledge of ICT
- Knowledge of working and supervising children in a similar role
- Knowledge of developing individual needs
- Ability to build effective working relationships with parents, carers, children and other professionals

- Willingness to participate in relevant training and development opportunities including first aid

#### **Personal Attributes:**

- Ability to plan and organise effectively.
- Ability to promote a positive ethos and role model attributes
- Ability to meet and adhere to deadlines.
- Smart and tidy appearance at all times
- Reliable and dependable to perform work on a regular basis
- Ability to work on own or as part of a team.
- Flexible and adaptable to change.

#### **Marketing**

- To be an ambassador for Merchant Taylors' Schools; representing the Schools with professionalism, enthusiasm and loyalty at all times
- To understand and appreciate the ethos, aims and objectives of Merchant Taylors' Schools, 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 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 child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

#### **Application Process**

Candidates should submit an application form to the Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP or alternatively email to [recruitment@merchanttaylor.com](mailto:recruitment@merchanttaylor.com)