



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

1:1 SEN Teaching Support Assistant Job Description Pack

Auckland College

Auckland College was founded in 1999 in Aigburth by Anthony Akaraonye and Gillian Akaraonye, building on the success of Park View Tuition Centre established in 1991, which grew to support hundreds of children each week; the school was formally established and registered with Ofsted in 1996 before moving to its current site. Since its inception, Auckland College has been driven by a clear mission to provide a safe, happy, and high-achieving environment where every pupil can thrive, guided by its motto *Carpe Diem – Seize the Day* and a continued commitment to ensuring *every pupil matters and every moment counts*.

Why Choose Auckland?

Safe | We build an inclusive, supportive community where every child can flourish, and positive relationships help everyone thrive.

Happy | We nurture happy, confident pupils, celebrating achievements and providing enriching experiences that make every day exciting.

Achieving | We recognise that achievement looks different for every pupil. Our high-quality teaching ensures each learner gains the skills, confidence, and qualifications they need to move successfully to the next stage of their journey.

Family | We work in close partnership with families, creating a strong, caring network that supports every child's growth and success.

Overview

The headteacher of Auckland College Independent School wishes to appoint a motivated, committed and highly effective teaching assistant to support the learning of a child with additional needs.

We are looking to appoint a classroom practitioner who has had experience of working within an Prep setting and has a knowledge of the Prep curriculum. They must demonstrate excellent levels of communication. Ideally, the successful candidate will have knowledge of implementing interventions as part of an EHCP.

The vacancy is for 30 hours per week following a working pattern of Monday – Friday 8:30am – 3:00pm.

We offer an inclusive school with happy children who want to learn; a great team of energetic staff who work extremely hard, with opportunities for continuing professional development.

Auckland College Independent School places the highest priority on the safeguarding of children; all applicants will follow a stringent vetting and induction process. Any offer of employment will be subject to an Enhanced DBS check and receipt of satisfactory references as well as online searches.



You are very welcome to come and look around the school. Please email sendco@aucklandcollege.com or phone 0151 727 0083 to arrange a mutually convenient time.

Please forward your application form to the school at the above email address along with a letter of application outlining your experience of supporting children and your suitability for the post.

Closing date for receipt of applications: **Friday 22nd May 2026**

Candidates will be invited to interview on: **Thursday 4th & Friday 5th May 2026**

Please note that interviews may be held prior to the closing date should suitable candidates be identified, and we reserve the right to close the vacancy early.

Job Title: Prep 1:1 Teaching Assistant

Reports to: SENDCo

Salary Range: 12.76 (hourly rate)

Hours: 30 hours

Contract: Fixed-term (linked to EHCP funding)

Start Date: Immediate start

Role Purpose:

To work under the direction of teaching and senior staff to support in-class learning and deliver targeted programmes for a child with an EHCP. Support may take place within the classroom or in alternative learning environments and may occasionally extend to assisting other pupils. This role involves providing 1:1 support for a child with an Education, Health and Care Plan and is linked to the individual child's placement and ongoing needs, and will be reviewed accordingly.

Roles and Responsibilities:

Key Responsibilities

1. Individual Support

- Provide consistent 1:1 support in line with the child's EHCP outcomes and provision requirements.



- Implement tailored strategies to support communication, learning, sensory needs, and emotional regulation.
- Adapt learning activities under the guidance of the class teacher and SENCO.
- Assist with any specific medical, personal care, or mobility needs as outlined in the EHCP (if applicable).

2. Classroom Support

- Facilitate the child's engagement and participation in whole-class, group, and independent activities.
- Promote positive behaviour using school-approved strategies and consistent support.
- Prepare and adapt resources to support differentiation and accessibility.

3. Progress Monitoring

- Observe, record, and report on the child's progress towards EHCP targets.
- Provide regular feedback to the class teacher and SENCO.
- Contribute to reviews and assist with updating support plans.

4. Collaboration

- Work closely with teaching staff, therapy providers, external specialists, and the child's parents/carers.
- Attend relevant meetings and training sessions to develop knowledge of the child's needs and appropriate strategies.

5. Safeguarding & Wellbeing

- Follow all safeguarding policies and procedures to ensure the child's safety.
- Support the child's social and emotional development, encouraging confidence, resilience, and independence.
- Foster positive relationships and promote inclusion within the class and wider school community.



Additional Information

This role requires a commitment to promoting the child's holistic development and ensuring their educational experience is positive, inclusive, and aligned with their individual needs. A willingness to learn and adapt is essential.

Safeguarding, Equality and Safer Recruitment

Auckland College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to enhanced DBS clearance, satisfactory references, online searches, and other pre-employment checks in line with Keeping Children Safe in Education (KCSIE).

We are committed to equality of opportunity and welcome applications from all suitably qualified candidates regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation. Applicants must have the legal right to work in the UK.



Person Specification

Job Title	Prep 1:1 Teaching Assistant		
Salary	£12.76 (hourly rate)		
<i>Method of candidate assessment: A= Application Form I = Interview</i>			
Essential Success Criteria	A/I	Desirable Success Criteria	A/I
Education and Qualifications <ul style="list-style-type: none"> • Good numeracy/literacy skills • NVQ3 for Teaching Assistants or equivalent qualifications • Training in the relevant learning strategies e.g. English 	A A A	Education and Qualifications <ul style="list-style-type: none"> • First Aid Training • Makaton Training • TalkBoost Therapy Training • Attention Autism Training 	A A A A
Experience/Knowledge/Skills/Competencies: <ul style="list-style-type: none"> • Previous experience working as a teaching assistant or working with groups of children. • Effective use of ICT to support learning. • Ability to work as part of a team. • General understanding of Prep curriculum. • Understanding of child development and learning. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Ability to relate well to children and adults. 	A I I I I I I	Experience/Knowledge/Skills/Competencies: <ul style="list-style-type: none"> • Previous experience working on a 1:1 basis with a child with an EHCP. • Understanding of relevant policies/codes of practice and awareness of relevant legislation. • Sense of humour. • Understanding of Sensory Integration 	A I I I

