



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

Teaching Assistant (Prep School)

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.

Job Title: Teaching Assistant (Prep School)

Reports To: Class Teacher, Deputy Headteacher

Contract Type: Full-Time, Permanent (51 weeks per year)

Key Purpose of the Role:

To support teaching and learning within the Prep School, working closely with class teachers to provide high-quality educational and pastoral support. The role includes assisting pupils academically, socially, and emotionally to ensure they thrive in a safe and engaging environment.



Overview

Prep Teaching Assistant

The Headteachers of Auckland College Independent School are seeking to appoint a motivated, caring and committed Prep Teaching Assistant to support our pupils and teachers across the Prep School.

We are looking for an enthusiastic and nurturing individual who is passionate about working with children and supporting their educational, social and emotional development. The successful candidate will have experience of working with children, ideally within an early years or primary school setting, and will demonstrate a genuine commitment to creating a positive, engaging and supportive learning environment.

The successful candidate will work closely with teachers to support pupils in their day-to-day learning and development. They will be expected to build positive relationships with pupils, encourage confidence and independence, and provide appropriate support to help each child reach their full potential.

Key Responsibilities

The Prep Teaching Assistant will be expected to:

- Support teachers with the delivery of engaging and effective learning activities.
- Work with individual pupils and small groups to reinforce learning and provide additional support where required.
- Support pupils with their academic, social and emotional development.
- Encourage pupils to develop confidence, independence and positive attitudes towards learning.
- Assist with the preparation and organisation of classroom resources and learning activities.
- Support pupils during classroom activities, break times, lunchtimes and other aspects of the school day.
- Observe and respond appropriately to pupils' individual needs.
- Maintain a safe, positive and stimulating learning environment.
- Support classroom routines and contribute to the effective day-to-day running of the Prep School.



- Work collaboratively with teachers and other members of staff to ensure pupils receive consistent and appropriate support.
- Maintain high standards of safeguarding, behaviour and pupil welfare.
- Follow all school policies and procedures, particularly those relating to safeguarding, health and safety and pupil wellbeing.
- Contribute to the wider life of the school and participate in school activities and events as required.

Working Hours

This is a full-time, year-round position, working 51 weeks of the year and is not a term-time-only position.

The school operates within opening hours of 7:30am – 6:00pm, and the successful candidate will be required to work shifts scheduled within these hours, Monday to Friday.

The role may involve working different start and finish times depending on the operational needs of the school and the requirements of the Prep School.

What We Offer

We offer an inclusive and supportive school environment with happy, motivated pupils who enjoy learning, alongside a dedicated and committed staff team.

There are excellent opportunities for professional development and career progression, with support provided to help staff develop their skills and experience within the school.

Safeguarding

Auckland College Independent School places the highest priority on safeguarding and promoting the welfare of children. All applicants will be subject to a rigorous recruitment, vetting and induction process.

Any offer of employment will be subject to:

- An Enhanced DBS check.
- Satisfactory references.
- Appropriate employment and identity checks.



- Online searches in accordance with the school's safer recruitment procedures.
- Completion of the school's required safeguarding and induction processes.

Visits and Applications

Visits to the school are warmly welcomed. Please contact the school office at **recruitment@aucklandcollege.com** to arrange a convenient time.

Please submit your completed application form together with a covering letter outlining your experience, skills and suitability for the role.

Closing date for applications: 9 September 2026

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



Key Responsibilities

Classroom Support

- Assist the class teacher in delivering engaging and effective lessons
- Support individual pupils and small groups with learning activities
- Help prepare classroom materials and resources
- Promote positive behaviour and classroom management

Pupil Support

- Provide one-to-one support where required, including for pupils with additional needs
- Encourage independence, confidence, and resilience in pupils
- Support pupils' emotional wellbeing and development

Pastoral Care

- Contribute to the safeguarding and welfare of all pupils
- Support with supervision during break, lunch, and other non-teaching times
- Build positive relationships with pupils, staff, and parents

Administrative Duties

- Assist with marking, record-keeping, and classroom organisation
- Prepare displays and learning environments
- Support with school events, trips, and activities



Co-Curricular & Wider School Life

- Contribute to extra-curricular activities (e.g. clubs, sports, or trips)
- Participate in staff meetings, training, and school events
- Uphold and promote the values and ethos of the school

Safeguarding Responsibilities

- Promote and safeguard the welfare of children and young people
- Follow the school's safeguarding and child protection policies
- Report any concerns promptly in line with procedures

What We Offer

- A supportive and welcoming working environment
- Opportunities for professional development and training
- Access to school facilities and events

Equal Opportunities

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We are an equal opportunities employer and welcome applications from all suitably qualified candidates.



Person Specification – Teaching Assistant (Prep)

Category	Criteria	Details
Essential Criteria	Qualifications & Training	• Good standard of education (e.g. GCSEs in English and Maths or equivalent) • Relevant Teaching Assistant qualification or willingness to work towards one
	Experience	• Experience working with children of primary/prep school age • Experience supporting teaching and learning in a classroom environment • Understanding of safeguarding and child protection
	Skills & Abilities	• Strong communication and interpersonal skills • Ability to work collaboratively as part of a team • Good organisational skills and attention to detail • Patience, flexibility, and a positive attitude • Ability to motivate and engage young learners
	Personal Qualities	• Caring, approachable, and enthusiastic • Commitment to supporting children's development and wellbeing • Professional, reliable, and punctual • Adaptability and willingness to contribute to wider school life
Desirable Criteria	Additional Experience & Qualifications	• Level 2 or Level 3 Teaching Assistant qualification • Experience supporting pupils with SEND (Special Educational Needs and Disabilities) • Knowledge of phonics or early years education • First Aid qualification • Experience in a Prep or independent school setting

