



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

Teaching Assistant (Senior School)

Job Description Pack

Position: Teaching Assistant (Senior School)

Line Manager: Deputy Headteacher, Headteachers

Salary: £12.76 per hour

Hours: 30 paid hours per week

Working Hours: Monday–Friday, 8:30am–3:00pm, including a 30-minute unpaid lunch break

Working Basis: Term time only

Contract: Fixed-term

Start Date: As soon as possible, subject to satisfactory completion of all required pre-employment checks.

Auckland College Independent School is committed to providing a safe, inclusive and aspirational environment in which every pupil is supported to achieve their full potential.

About the Role

Auckland College Independent School is seeking to appoint a committed, enthusiastic and effective Teaching Assistant to join our dedicated team.

The successful candidate will work alongside teaching staff to support pupils in accessing learning, developing confidence and independence, and making positive progress. The role will involve providing classroom support, working with individuals and small groups, and assisting with targeted learning activities and interventions.

We are looking for an individual who is passionate about education, demonstrates a positive and nurturing approach, and is committed to ensuring that pupils receive the support and encouragement they need to succeed.

Previous experience of working with children or young people within an educational setting would be advantageous. Experience of supporting pupils with SEND or additional needs would also be desirable.

About Auckland College Independent School

We are an inclusive school with pupils who are happy, engaged and keen to learn. Our dedicated staff work collaboratively to create a positive learning environment where pupils can develop academically, socially and emotionally.

We are committed to the professional development of our staff and provide opportunities to develop knowledge, skills and expertise through training and continued professional learning.



JOB DESCRIPTION

Role Purpose

To work under the direction of the Deputy Headteacher and teaching staff to provide effective support for pupils' learning, development, wellbeing and inclusion.

The Teaching Assistant will support pupils to access the curriculum, participate positively in school life and develop their academic, social and emotional skills. The postholder will work collaboratively with teachers and other members of staff to provide appropriate classroom support and targeted assistance as required.

Main Duties and Responsibilities

Supporting Teaching and Learning

The postholder will:

- Support teachers in delivering high-quality learning experiences.
- Work with individual pupils and small groups to reinforce learning and develop understanding.
- Support pupils in accessing the curriculum and completing learning activities.
- Reinforce instructions, explanations and key concepts provided by teaching staff.
- Provide appropriate levels of prompting, encouragement and scaffolding.
- Help pupils to develop confidence, independence and effective learning habits.
- Support differentiated activities under the direction of teaching staff.
- Contribute to targeted interventions and additional learning activities where required.
- Encourage pupils to take responsibility for their own learning and behaviour.

Pupil Support

The postholder will:

- Establish positive, respectful and professional relationships with pupils.



- Provide appropriate support to pupils who require additional assistance with their learning.
- Support pupils with SEND and other individual learning needs where appropriate.
- Promote pupils' confidence, resilience, independence and wellbeing.
- Encourage positive attitudes towards learning and school.
- Support pupils during transitions between activities and lessons where required.
- Assist with the supervision of pupils during break and lunchtime periods as directed.
- Promote inclusion and encourage pupils to participate fully in school life.

Assessment and Monitoring

The postholder will:

- Observe pupils and provide feedback to teaching staff regarding their learning, engagement and progress.
- Contribute to the monitoring of pupils' progress against identified learning objectives and targets.
- Maintain appropriate records of interventions and support provided where required.
- Identify and communicate any concerns regarding pupils' learning, behaviour or wellbeing.
- Contribute relevant information to pupil reviews and meetings as appropriate.

Classroom and Resource Support

The postholder will:

- Assist teachers with the preparation and organisation of classroom resources.
- Prepare learning materials and displays as directed.
- Maintain an organised and appropriate learning environment.
- Assist with classroom routines and activities.
- Support the effective use of ICT and other learning resources.
- Ensure that resources and equipment are used safely and appropriately.



Behaviour and Wellbeing

The postholder will:

- Promote positive behaviour and attitudes in accordance with school policies.
- Implement agreed behaviour strategies consistently.
- Provide calm, appropriate and proportionate support to pupils experiencing difficulties.
- Promote positive relationships between pupils.
- Encourage pupils to develop appropriate social and emotional skills.
- Report concerns relating to pupil behaviour or wellbeing to the appropriate member of staff.

Safeguarding and Professional Responsibilities

The postholder will:

- Promote and safeguard the welfare of children and young people at all times.
- Follow the school's safeguarding policies and procedures.
- Report safeguarding concerns promptly and appropriately.
- Comply with all school policies and procedures.
- Maintain confidentiality and appropriate professional boundaries.
- Comply with health and safety requirements.
- Attend relevant meetings, training and professional development activities.
- Work collaboratively with colleagues and contribute positively to the wider school community.
- Undertake other reasonable duties appropriate to the role as directed by the Deputy Headteacher or senior leadership.

Working Arrangements

This is a term-time-only position, working Monday to Friday from 8:30am to 3:00pm, including a 30-minute unpaid lunch break, providing 30 paid hours per week.



The postholder will be expected to work during the school's designated term dates and participate in relevant meetings, training and professional development activities as required.

The duties and responsibilities outlined in this job description are not exhaustive and may be reviewed or amended in accordance with the needs of the school.

PERSON SPECIFICATION

Qualifications

Essential

- Good literacy and numeracy skills.
- Level 2/3 Teaching Assistant qualification or equivalent experience.

Desirable

- SEND qualification or relevant training.
- First Aid/Paediatric First Aid qualification.
- Safeguarding training.

Experience

Essential

- Experience of working with children or young people.
- Experience of supporting learning in an educational setting.
- Ability to work effectively with colleagues and other professionals.

Desirable

- Previous Teaching Assistant experience.
- Experience supporting pupils with SEND or additional needs.



- Experience delivering individual or small-group interventions.
- Experience supporting positive behaviour and wellbeing.

Knowledge and Understanding

Essential

- Understanding of children's learning and development.
- Understanding of effective classroom and inclusive practice.
- Awareness of safeguarding responsibilities.
- Understanding of strategies that promote independence, engagement and positive behaviour.

Desirable

- Knowledge of SEND and individualised support.
- Understanding of differentiation and adaptive teaching.
- Knowledge of emotional regulation and wellbeing strategies.
- Understanding of the secondary curriculum.

Skills and Abilities

Essential

- Excellent communication and interpersonal skills.
- Ability to build positive relationships with pupils.
- Ability to support individuals and small groups effectively.
- Ability to adapt support to meet individual needs.
- Ability to promote independence and engagement.
- Ability to observe, monitor and provide feedback on pupil progress.
- Ability to work effectively as part of a team.



- Calm and professional approach when managing challenging situations.
- Good organisational and basic ICT skills.

Personal and Professional Qualities

The successful candidate will demonstrate:

- Commitment to improving outcomes for pupils.
- A patient, caring and supportive approach.
- Reliability, professionalism and integrity.
- Flexibility and adaptability.
- Commitment to inclusion, equality and safeguarding.
- High expectations of pupils.
- A positive and solution-focused approach.
- Ability to maintain confidentiality and professional boundaries.
- Commitment to professional development and continuous learning.



ASSESSMENT CRITERIA

Area	Essential Criteria	Assessment	Desirable Criteria	Assessment
Qualifications	Good literacy and numeracy skills	A	SEND qualification/training	A
	Level 2/3 TA qualification or equivalent experience	A	First Aid/Paediatric First Aid qualification	A
Experience	Experience working with children or young people	A/I	Previous Teaching Assistant experience	A/I
	Experience supporting learning in an educational setting	A/I	Experience supporting pupils with SEND	A/I
	Ability to work collaboratively with colleagues and other professionals	I	Experience delivering individual or small-group interventions	A/I
Knowledge	Understanding of children's learning and development	I	Understanding of SEND	I
	Understanding of inclusive practice	I	Understanding of differentiation/adaptive teaching	I
	Understanding of safeguarding responsibilities	I	Knowledge of emotional regulation and wellbeing strategies	I
	Understanding of strategies that promote independence, engagement and positive behaviour	I	Understanding of the secondary curriculum	I
Skills	Excellent communication and interpersonal skills	I		
	Ability to support individuals and small groups	I		
	Ability to adapt support to individual needs	I		
	Ability to promote independence and engagement	I		
	Ability to observe, monitor and report pupil progress	I		
	Ability to work effectively as part of a team	A/I		



Area	Essential Criteria	Assessment	Desirable Criteria	Assessment
	Calm and professional approach when managing challenging situations	I		
	Good organisational and basic ICT skills	A/I		
Professional Qualities	Commitment to safeguarding and pupil wellbeing	A/I		
	Patient, reliable and professional approach	I		
	Commitment to inclusion and equality	I		
	Ability to maintain confidentiality and professional boundaries	I		
	Commitment to professional development and continuous learning	I		

Assessment Key:
A = Application Form
I = Interview

SAFEGUARDING AND SAFER RECRUITMENT

Auckland College Independent School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to undergo appropriate pre-employment checks, including:

- Enhanced DBS clearance;
- satisfactory references;
- online searches;
- verification of identity and right to work in the UK; and
- any other checks required in accordance with current legislation and Keeping Children Safe in Education (KCSIE).



Safeguarding is the responsibility of every member of staff, and the successful candidate will be expected to demonstrate a clear commitment to promoting the safety and welfare of all pupils.

EQUALITY AND DIVERSITY

Auckland College Independent School is committed to equality of opportunity and welcomes applications from all suitably qualified candidates regardless of age, disability, gender, race, religion or belief, sex or sexual orientation.

We are committed to creating an inclusive environment in which all members of our school community are valued, respected and supported.

APPLICATION PROCESS

Applicants should submit a completed application form together with a supporting letter outlining:

- their relevant experience;
- their experience of supporting children or young people;
- their approach to supporting learning and pupil wellbeing;
- their experience of working with pupils with additional needs, where applicable; and
- their reasons for applying for the position.

Email: recruitment@aucklandcollege.com

Telephone: 0151 727 0083

Completed applications should be submitted to recruitment@aucklandcollege.com.

Closing Date: **Monday 7th September 2026**

Please note that interviews may be conducted before the closing date should suitable candidates be identified. The school reserves the right to close the vacancy early.

