



Auckland College Independent School

*Every Pupil Matters, Every Moment Counts*

# Prep Teacher

## Job Description Pack

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## 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

We are seeking to appoint an enthusiastic, nurturing, and highly motivated Prep Teacher to join our dedicated Prep School team. The successful candidate will deliver engaging and high-quality teaching, creating a positive and inclusive learning environment where every pupil is encouraged to achieve their full potential academically, socially, and emotionally.

This is an exciting opportunity to work within a supportive independent school community with happy, motivated pupils who enjoy learning, alongside a dedicated and welcoming team of staff. There are excellent opportunities for professional development and the opportunity to contribute meaningfully to the wider life of the school.

This is a full-time position.

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, satisfactory references, and online searches.



**Job Title:** Prep Teacher

**Reports to:** Head of Lower School

**Salary Range:** £28,822 - £34,195 (Salary inclusive of 10 additional working days: £31,022 – £35,393)

**Hours:** 8:00am – 4:00pm

**Contract Type:** Full-Time, Permanent

**Start Date:** September 2026

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### **Role Purpose**

To deliver engaging and high-quality teaching within the Prep School, ensuring pupils are supported, challenged, and inspired to achieve their full potential academically, socially, and emotionally within a nurturing and inclusive environment.

### **Key Responsibilities**

#### **1. Teaching & Learning**

- Plan and deliver engaging, creative, and differentiated lessons in line with the curriculum
- Create a positive and stimulating learning environment
- Support pupils of all abilities to achieve their potential
- Use assessment effectively to monitor progress and inform teaching
- Maintain high expectations for behaviour, presentation, and achievement

#### **2. Pupil Development & Pastoral Care**

- Promote the wellbeing and personal development of all pupils
- Foster positive relationships built on mutual respect
- Support pupils' social and emotional development
- Maintain a safe, caring, and inclusive classroom environment

#### **3. Classroom Organisation**

- Prepare and maintain an organised and engaging classroom
- Ensure learning resources are used effectively
- Contribute to displays and the wider learning environment



#### **4. Communication & Partnership**

- Build positive relationships with parents and carers
- Communicate effectively with colleagues and the wider school community
- Attend parents' evenings, meetings, and school events as required

#### **5. Wider School Contribution**

- Participate fully in the life of the school
- Support enrichment activities, trips, and events
- Contribute positively to the school's ethos and values

#### **6. Safeguarding & Professional Responsibilities**

- Promote and safeguard the welfare of all children
- Adhere to school policies and procedures
- Maintain high professional standards at all times
- Participate in training and continued professional development



## Person Specification

### Qualifications & Training

Essential	Desirable	Assessment
Qualified Teacher Status (QTS)	Relevant subject specialism	A / I
Degree or equivalent qualification	Additional professional qualifications	A / I
Commitment to ongoing professional development	Safeguarding training	A / I

### Experience

Essential	Desirable	Assessment
Experience teaching primary-aged pupils	Experience within an independent school	A / I
Experience planning and delivering engaging lessons	Experience leading enrichment activities	A / I
Experience assessing and monitoring pupil progress	Experience working across multiple year groups	A / I

### Knowledge & Understanding

Essential	Desirable	Assessment
Strong understanding of the primary curriculum	Knowledge of independent school education	A / I
Understanding of effective behaviour management	Experience supporting pupils with additional needs	A / I
Understanding of safeguarding responsibilities	Knowledge of assessment strategies	A / I

### Skills & Abilities

Essential	Desirable	Assessment
Excellent classroom management skills	Ability to contribute to extracurricular activities	A / I
Strong communication and interpersonal skills	Confidence using educational technology	A / I
Ability to inspire and motivate pupils	Experience contributing to school initiatives	A / I
Strong organisational and time management skills	—	A / I



## Personal Qualities

Essential	Desirable	Assessment
Enthusiastic and positive attitude	Creative approach to teaching	A / I
Caring, patient, and approachable	Flexible and adaptable	A / I
Professional and reliable	Passion for independent education	A / I
Commitment to equality, diversity, and inclusion	—	A / I

## 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
- Right to work checks
- 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.



## **Why Join Us?**

- Supportive and welcoming school community
- Happy and motivated pupils
- Small class sizes
- Excellent pastoral support
- Opportunities for professional growth and development
- Opportunity to make a meaningful impact in children's lives
- Inclusive and nurturing working environment

## **Application Information**

Please submit:

- A completed application form
- A covering letter outlining your experience and suitability for the role
- Closing date for receipt of applications: Friday 19<sup>th</sup> June 2026
- Candidates will be invited to interview during the week commencing Monday 29<sup>th</sup> June 2026.

Visits to the school are warmly welcomed.

To arrange a visit or request further information, please contact:

**Email:** [recruitment@aucklandcollege.com](mailto:recruitment@aucklandcollege.com)

**Telephone:** 0151 727 0083

Please note that interviews may take place prior to the closing date, and the school reserves the right to close the vacancy early.

