



Auckland College Independent School

*Every Pupil Matters, Every Moment Counts*

# Teaching Assistant (Prep School)

## 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*.

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### 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.

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**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

The Headteachers of Auckland College Independent School are seeking to appoint a motivated, committed, and highly effective Teaching Assistant to support and inspire pupils across the Prep and Senior School.

We are looking for a caring and enthusiastic individual with experience of working with children across a range of age groups, ideally including Key Stages 1–4. The successful candidate will demonstrate strong communication skills, a good understanding of supporting teaching and learning, and a willingness to work closely with teachers to enhance pupils' educational experience. They will be passionate about supporting pupils' academic progress, confidence, and wellbeing, and committed to maintaining high standards for all learners.

This is a **full-time position**, working **Monday to Friday** between the hours of **7:30am – 6:30pm** (please note this is not a term-time-only position).

We offer an inclusive school environment with happy, motivated pupils who enjoy learning, alongside a dedicated and supportive staff team. There are excellent opportunities for professional development and career progression.

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

Visits to the school are warmly welcomed. Please contact the school office at [[recruitment@aucklandcollege.com](mailto:recruitment@aucklandcollege.com)] to arrange a convenient time.

Please submit your application form along with a covering letter outlining your experience and suitability for the role.

**Closing date for applications: Friday 26<sup>th</sup> June 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	<ul style="list-style-type: none"> <li>• Good standard of education (e.g. GCSEs in English and Maths or equivalent)</li> <li>• Relevant Teaching Assistant qualification or willingness to work towards one</li> </ul>
	Experience	<ul style="list-style-type: none"> <li>• Experience working with children of primary/prep school age</li> <li>• Experience supporting teaching and learning in a classroom environment</li> <li>• Understanding of safeguarding and child protection</li> </ul>
	Skills & Abilities	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills</li> <li>• Ability to work collaboratively as part of a team</li> <li>• Good organisational skills and attention to detail</li> <li>• Patience, flexibility, and a positive attitude</li> <li>• Ability to motivate and engage young learners</li> </ul>
	Personal Qualities	<ul style="list-style-type: none"> <li>• Caring, approachable, and enthusiastic</li> <li>• Commitment to supporting children's development and wellbeing</li> <li>• Professional, reliable, and punctual</li> <li>• Adaptability and willingness to contribute to wider school life</li> </ul>
Desirable Criteria	Additional Experience & Qualifications	<ul style="list-style-type: none"> <li>• Level 2 or Level 3 Teaching Assistant qualification</li> <li>• Experience supporting pupils with SEND (Special Educational Needs and Disabilities)</li> <li>• Knowledge of phonics or early years education</li> <li>• First Aid qualification</li> <li>• Experience in a Prep or independent school setting</li> </ul>

