



# ISLAMIA PRIMARY SCHOOL

<b>Name of School:</b>	Islamia Primary School
<b>Address of School:</b>	129 Salusbury Road, London NW6 6PE
<b>Name of Head Teacher:</b>	Mr Alim Shaikh
<b>Telephone</b>	020 7372 2532
<b>Job Title:</b>	HLTA (Higher Level Teaching Assistant)
<b>Terms:</b>	Permanent and Fixed Term (1year)
<b>Salary:</b>	Scale 5 (pro rata/term time/44.6 weeks)
<b>Hours:</b>	Full time (8.15am -4.15pm)
<b>Closing Date:</b>	14 <sup>th</sup> July 2024@ 10:00am
<b>Interview Date:</b>	TBC

## Mission Statement:

To strive to provide the best education in a secure Islamic environment through the application of the Qur'an and Sunnah.

Islamia Primary School is a highly successful two form, faith based voluntary-aided school situated in North-West London. We are a consistently 'Good' school aspiring to be nothing short of excellent in all aspects of school life and we work hard to nurture and produce a generation of young people who contribute positively to the wider community.

We are on a journey to become an 'Outstanding' school and are seeking to appoint a dynamic and enthusiastic HLTA (Higher Level Teaching Assistant) to join our highly dedicated team in the new academic year. The prospective candidate should be an ambitious, energetic and outstanding primary practitioner with excellent knowledge and understanding of SEN children and their needs.

## We offer:

- a positive and caring ethos and working atmosphere
- friendly children, eager to learn and achieve
- a committed, enthusiastic and supportive staff team
- excellent support from the Governing Body, staff and parents
- an excellent opportunity for professional and career development

If you feel you have the enthusiasm and commitment to contribute to the ongoing development of this successful, friendly, and supportive school, we would like to hear from you.

If you are interested in this role, please email [apply@islamia.brent.sch.uk](mailto:apply@islamia.brent.sch.uk)

## Job Role and Key Responsibilities:

**Job Purpose:**

(Summary of the overall purpose of the job)

- To work under the guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individuals/groups (including those requiring detailed and/or specialist knowledge in particular areas, in or out of the classroom).
- To assist the teacher in the whole planning cycle and the management of resources.
- To supervise as required whole classes occasionally during the absence of teachers, to maintain good order, keep pupils on task, respond to questions and generally assist pupils to undertake set activities.
- To contribute to the overall ethos, work and aims of the school.

**Principal Accountabilities And Responsibilities**

- Implement structured and agreed learning activities and teaching programmes for individuals and groups of pupils, including local and national learning strategies such as literacy, numeracy, early years, KS1, KS2.
- Adjust learning activities and teaching programmes to take account of pupil needs and responses.
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Use specialist (curricular/learning) skills/training/experience to support pupils learning.
- Assist pupils to access learning activities through specialist support, recognising and responding to their individual needs.
- Use appropriate strategies and approaches to support and assist pupils to achieve learning goals
- Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.(Examples could include providing support to children with health care plans, Intimate care, Enteral feeding, Manual handling etc.)
- Work with the teacher to establish an appropriate learning environment, and to plan, evaluate and adjust lesson/work plans.
- Monitor and evaluate pupils' progress, achievements and responses in respect of all learning activities and teaching programmes through observation and planned recording of achievement against predetermined learning objectives.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and/or records as requested.
- Provide objective, accurate and detailed feedback to the teacher on pupil progress, achievements, and other matters ensuring the availability of appropriate evidence.

- Provide feedback to pupils on their progress, development and achievement.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher and participate in feedback sessions/meetings with parents/carers with teacher or as directed.
- Promote and employ strategies to enable the inclusion and acceptance of all pupils, encourage self-esteem, and recognise and reward independence and self-reliance.
- Promote positive values, attitudes and pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.
- Determine the need for, prepare and maintain general and specialist equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
- Administer routine tests, invigilate exams, and undertake marking of pupils' work.
- Provide clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, administering coursework, and production of worksheets for agreed activities
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on trips and school activities as required. Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Establish and develop constructive relationships with other agencies/professionals, in liaison with the teacher, to support progress and achievement of pupils.
- Provide guidance and supervision and assist in the training and development of staff as appropriate.
- Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:  
child protection,  
health, safety and security,  
confidentiality, and  
data protection.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the School's Equal Opportunities Policy.

- To supervise and manage the care plan of pupils with medical needs (as and when required).

*The duties above are neither exclusive nor exhaustive and the post holder may be required by the SENCo/SLT or Head Teacher to carry out appropriate duties within context of the job, skills and grade*

## The Person

### We are looking for someone who:

Committed to working with children including children with special and additional needs.

Has previous experience in working in schools and as part of a team.

Has good interpersonal skills and the ability to support colleagues.

Can work strategically with staff and leadership teams.

Respectful of the school's ethos.

Can be a positive role model.

Good communication skills.

Ability to multi-task.

Punctual.

## How to apply

All applicants will be asked for:

- An enhanced DBS check.
- References will be sought on shortlisted candidates before the interview.

If you are interested in this role, please email [apply@islamia.brent.sch.uk](mailto:apply@islamia.brent.sch.uk)

**Brent Schools are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undergo a DBS check.**