



# 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>	TA (Teaching Assistant)
<b>Salary:</b>	Scale 3(pro rata/term time 44.6 weeks)
<b>Hours:</b>	Full time (8.15am -4.15pm)
<b>Closing Date:</b>	Monday 9 <sup>th</sup> February 4:00pm
<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 **Teaching Assistant** to join our highly dedicated team. 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 carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
- To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- To contribute to the overall ethos, work and aims of Islamia Primary School

**Principal Accountabilities And Responsibilities:**

Supervise and provide support and assistance to individuals and groups of pupils including those with special needs, ensuring their safety and access to learning activities

- Undertake 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, KS3.
- Adjust learning activities and teaching programmes to take account of pupil needs and responses.
- 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.)
- Establish constructive relationships with pupils and interact with them according to their individual needs.
- Assist with planning of learning activities.
- Monitor and record pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.
- Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
- Create and maintain a orderly and supportive environment for pupils and teachers, and assist with the display of pupils' work
- Prepare, maintain and use 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 a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, and administering coursework.
- Promote positive 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.
- Promote the inclusion and acceptance, and encourage self-esteem and independence, of all pupils.
- Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.

- Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Establish and develop constructive relationships with parents/carers, and appreciate and support other professionals.
- 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.
- 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 Council's Equal Opportunities Policy.

*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:**

A qualified TA (Level 3 NVQ /A-levels as a minimum) with a good level of English.

Previous experience as a teaching assistant

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.**

