



**HUJJAT PRIMARY SCHOOL**

## Year 1 Class Teaching Assistant

### Application Pack

**October 2021**

**Permanent, Full Time, Term Time only - 32.5 hours per week**

**Start Date ASAP**

FTE £20,451 G1 (4)

Actual pro rata salary £15,790



Hujjat Primary School

E: [recruitment@hujjatprimary.org](mailto:recruitment@hujjatprimary.org)



## Welcome

Thank you for your interest in this unique and exciting opportunity to play an important role in the development of a brand-new free school in Harrow.

The Hujjat School Trust's vision is to develop a school infused with positivity, creativity and passion for learning, which raises all children's aspirations regardless of their backgrounds.

School years are amongst the most influential period in our lives. Using Hujjat Primary's values-based approach to education, teachers will model values of the school to help create a happy and inclusive environment inspired by Islamic values where children can indulge their curiosity, develop a lifelong love for learning and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

Hujjat Primary School opened in September 2020 as Harrow's first Muslim faith designated Free School and will have capacity for 420 children across 7 year groups by 2026.

David Poole,  
Headteacher



*"pursuit of knowledge  
kindness & honesty  
peace & equality  
freedom of speech & thought"*



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**Commented [a1]:** I'd usually add a picture of the Principal underneath the welcome section. This helps candidates put a face to the name.

**Commented [a2]:**

**Commented [a3R2]:** Is there anything we can add which separates us from other schools? Whats our USP. Candidates will usually pay most attention to this page, so selling it them early on would help.

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## Ethos

Our faith designation is reflected in the values of the school, fostering cohesion and placing the school at the heart of the community.

The universally accepted human values and principles that are also cornerstones of the Islamic faith, will be promoted and embedded into the fabric of the school through the curriculum and the behaviour policy, ensuring that everyone, adults and children, of all faiths and none, can identify with and benefit from them.



## Location

Based in an existing building in Harrow Weald, surrounded by nature yet close to local amenities and transport links, Hujjat Primary School opened in September 2020 as Harrow's first Muslim faith designated Free School, and will have capacity for 420 children across 7 year groups by 2026.

Harrow is a vibrant, diverse Borough with a history of strong educational standards and many schools achieving above the expected national levels. The primary schools are very supportive of each other and often work on new initiatives together. The successful applicants will have the opportunity to help shape the classroom and broader environment of the school as part of the EYFS Reception class team.



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## Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.

Led and developed by our Headteacher, the curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Successful learners,  
able to think,  
question and reflect  
independently*

*Confident, respectful  
and effective  
communicators who  
can express themselves,  
make informed choices  
and build positive  
relationships*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

*Well-rounded and responsible  
citizens with a respect and  
appreciation for the rights,  
views, values and property of  
others, and who make a positive  
contribution to the school and  
the community beyond*

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

Hujjat Primary School embodies high expectations, high standards, and enables children to extend their learning to engage with local, national and international initiatives which reflects the diversity in our community both within and outside the school.



## **Governance**

The Hujjat School Trust was established in response to parental demand for a high performing school that could foster cohesion and promote a better understanding of the Islamic faith across the community. Approved in 2016, the team of educationalists, business professionals, local parents, community members and faith leaders have worked closely with the DfE to secure the site and opened the school in 2020.

## **The vacancy**

We are now seeking to appoint Teaching Assistants for our Reception classes to support our established teachers. This year's Teaching Assistants are moving up with the classes to give some continuity to our current Reception children, from a disrupted year.

Please refer to the job description and person specification below for further details.

The Trust is committed to offering a variety of comprehensive learning and developmental opportunities for the successful candidates.



## How to apply

Candidates of all faiths and none are very welcome to apply.

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion in relation to the role, please do not hesitate to contact David Poole, Headteacher on [headteacher@hujjatprimary.org](mailto:headteacher@hujjatprimary.org) or telephone 020 8189 9730.

To apply, please complete an application form and send it, together with a covering letter explaining your interest and how your passion, experience and skills will secure successful delivery of the role, via email to **[recruitment@hujjatprimary.org](mailto:recruitment@hujjatprimary.org)**

**Closing date for applications: Wednesday 20th October 1200hrs**

**Interview date: TBC**

## Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Barred List Check
- Disclosure and Barring Service Check
- References
- S128 Check
- Childcare disqualification declaration





## **Year 1 based TA Job Description**

**Responsible to:** Year 1 Class Teacher

### **Main purpose of the job:**

- To support teaching and learning activities in reception
- To support pupil groups ensuring high expectations and progress with the curriculum
- To be responsible for the personal care/supervision of children
- To liaise with Parents/Carers

### **SUPPORT FOR PUPILS**

- Develop a positive and supportive relationship with pupils
- Be aware of the differing needs of pupils
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

### **SUPPORT FOR THE TEACHER**

- Have a sound knowledge and/or experience of EYFS
- Use strategies, in liaison with the teacher, to support pupils to achieve
- Assist with the planning of learning activities – more specifically to be able to assist with planning to enhance outdoor learning
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Establish constructive relationships with parents/carers
- Carry out long and short observations
- Assist and take responsibility for a group of children's, 'Learning Journals'
- Support groups within the class – e.g. phonics, circle times and focused activity learning

### **SUPPORT FOR THE CURRICULUM**

- Undertake structured and agreed learning activities/teaching



- programmes, adjusting activities according to pupil responses
- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupil's competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
- Assist in the display and presentation of learning cues and pupils work inside and outside of the classroom environment as required

#### **SUPPORT FOR THE SCHOOL**

- Undertake training and CPD as required
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunch time as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Be a role model for pupils and colleagues in terms of behaviour and attitude
- Be punctual and professional at all times
- Maintain confidentiality

#### **All Staff will:**

- Support the aims and policies of the school.
- Keep up to date with current trends in education.
- Aim to foster good relations between the school and the community.

This job description will be reviewed as part of the Performance Management Process but may be changed at any time if necessary.

For further information about our school, please look at our website: <https://hujjatprimary.org>

We would love to talk to you to discuss this role further. Do contact us if you are interested by email on [recruitment@hujjatprimary.org](mailto:recruitment@hujjatprimary.org) and we will arrange to call you back.



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## TA Person Specification

|   | <b>Essential</b>  | <b>Desirable</b>  | <b>Evidence</b>       |
|---|---|---|-----------------------|
| <b>1. EDUCATIONAL ACHIEVEMENTS, QUALIFICATIONS AND TRAINING</b> | <ul style="list-style-type: none"> <li>• NVQ Level 2 or equivalent in Teaching Assistance</li> <li>• Good numeracy and literacy skills, preferably to GCSE Grade C minimum or equivalent</li> <li>• Experience of supporting pupils with SEN/IEPS</li> <li>• Ability to effectively use ICT to support learning</li> </ul>  | <ul style="list-style-type: none"> <li>• A first aid qualification</li> </ul>   | Application           |
| <b>2. EXPERIENCE</b>  | <ul style="list-style-type: none"> <li>• Some experience working with children with SEN and/or Speech and Language delay</li> <li>• Good understanding of school policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.</li> <li>• Good understanding of the Foundation Stage Curriculum and the related assessments</li> <li>• Good understanding of child development and learning.</li> </ul>   | <ul style="list-style-type: none"> <li>• Current experience in a KS1 setting</li> </ul>   | Application           |
| <b>3. JOB RELATED KNOWLEDGE, APTITUDES AND SKILLS</b>           | <ul style="list-style-type: none"> <li>• Knowledge of child development from 0-5 years</li> <li>• The ability to communicate effectively both orally and in writing</li> <li>• Good personal organisation e.g. time management</li> <li>• Ability to work independently and as part of a team</li> <li>• Ability to show initiative in a range of situations</li> <li>• Ability to work with tact and diplomacy</li> <li>• Ability to interact positively with pupils, parents and colleagues</li> <li>• Some experience of planning as part of a team</li> </ul> | <ul style="list-style-type: none"> <li>• Good I.C.T. skills</li> <li>• Knowledge of one or other of our MfL languages: Arabic or Spanish</li> </ul> | Application Interview |
| <b>4. PERSONAL QUALITIES</b>                                    | <ul style="list-style-type: none"> <li>• Confidence, warmth, sensitivity, reliability, and enthusiasm</li> <li>• Ability to communicate effectively with children and young people</li> <li>• Good interpersonal skills</li> </ul>  |   | Interview Reference   |
| <b>5. EQUAL OPPORTUNITIES</b>                                   | <ul style="list-style-type: none"> <li>• Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</li> </ul>   |   | Interview Reference   |

