



PRESTON MUSLIM GIRLS
— HIGH SCHOOL —

Candidate Information

Teaching Assistant Level 1





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Contents

Welcome to Preston Muslim Girls High School, a progressive, successful, and deeply caring establishment where our aim is to provide an excellent academic education within the structure of the national syllabus. At the same time, however, we also strive to help each girl to develop her own character and achieve her personal potential and ambitions through a deep appreciation of her faith (Islam). Supported by our own Tarbiyah programme we promote Islamic morals and manners for all our students on their journey to becoming valued members of society.

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Welcome from the Headteacher

Dear Applicant,

I would like to welcome you to Preston Muslim Girls High School, a popular and highly regarded non-selective high school for girls, underpinned by its Islamic ethos. Having proudly served the local community for many years, we combine traditional values with a forward-looking and a vibrant learning environment. Where young people are nurtured to become considerate, confident, and well-rounded individuals. We have created an environment where expectations are high, ambitions are great, and values are deeply rooted; where girls grow in confidence and are able to pursue their dreams.

Our approach to academic study is varied, disciplined, and fosters a life-long love of learning. We value our school, the community we serve, and celebrate diversity. As a result, our young people are able to make informed and positive life choices. They are equipped to face the challenges of a fast-changing and competitive world. We are proud of our track record of strong examination results, the wealth of our extra-curricular provision and the strength of our careers education, advice, and guidance.



Mr R Patel
Headteacher



Job Description

Teaching Assistant (Level 1)

RESPONSIBLE TO:	SENDCo
SALARY:	Grade 3 SCP 3 pro rata
HOURS:	32.75hrs per week – term time only plus 1 week <i>(Mon – Wed: 7:45 - 3:15, Thurs: 8:15 - 3:15, Fri 8:15 - 1:00/2:00)</i>
CONTRACT:	Fixed term – 1 year

MAIN PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

PMGHS OFFER:

- an opportunity to be part of a dynamic school team.
- an outstanding school that has sustained high levels of attainment since its inception.
- an ambitious trust & governing body with high levels of aspiration for its staff.
- courteous, studious & diligent pupils.

Support for Students:

- provide one to one support for pupils with an Education and Health Care Plan (EHCP), who are on SEND Support and students for whom English is an additional language (EAL), whilst employing teaching strategies to encourage the students to work with increasing independence within a group and class
- supporting the SEND Faculty, you will be charged with devising and implementing a development plan to further enhance a department where we are anticipating outstanding outcomes both at KS3 and GCSE
- responsible for supporting teachers in implementing curriculum and assessment strategies that meet the needs of all pupils
- adapt or modify materials and resources to ensure full access to a broad and balanced curriculum
- support pupils' access to the curriculum by differentiating learning activities where appropriate
- develop a positive relationship with the pupils to support progress and attainment and promote self- esteem and independence
- support the pupils as part of a planned inclusion programme and provide intervention strategies and programmes as requested
- provide feedback to the pupils on their progress, achievement and attainment.
- support the use of ICT in learning activities
- deliver intervention and support strategies for specific students as directed by the teacher
- support the social and emotional development of pupils, reporting any issues as necessary
- establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations
- supervise and provide particular support for pupils, including those with special needs, ensuring their access to learning resources
- help with extracurricular activity such as breakfast and after-school clubs, homework club, revision sessions, Scouts' sessions
- provide support outside of your normal classes, such as helping during exams, covering teacher and TA absences or going on school trips



- co-ordinate specific areas of teaching support once you have the right level of experience
- to meet the needs of pupil(s) in relation to welfare, hygiene, dressing, feeding and mobility
- to assist with movement around the school environment and during school activities
- to assist in the development of independent social skills
- to assist in the proper use of specialist aids and equipment
- to assist in the supervision of set tasks and integrated therapy for an individual/small group of pupils
- to accompany pupils on visits
- to administer basic first aid where appropriately trained
- to assist in the specific medical/care needs of pupils when specific training has been undertaken.
- to provide support during break time and lunchtime

Support for teachers:

- provide advice and support to teachers and other support staff as to the most effective methods of support for pupils with learning needs
- liaise with the complex needs service as requested to receive and disseminate advice given to effectively support the students across curriculum areas
- liaise sensitively and effectively with parents and carers; and in languages other than English when necessary; and participate in feedback meetings with parents/carers under the teacher's supervision.
- assist the SENDCO in the development, monitoring and review of the pupil's IEP
- attend specific training as and when required or requested by the SENDCO
- assist in pupil supervision and management of pupil behaviour, in line with school procedures.
- be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested
- support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher
- report on pupil achievement, progress, and issues in a suitable format
- administer and contribute to the invigilation of examinations as required
- manage challenging pupil behaviours
- to assist in preparation of resources and tidying away
- to assist with the maintenance of classroom equipment ensuring it is kept in a clean and tidy condition and reporting damages
- to assist in monitoring, displaying and the removal of works displays
- to report pupils' problems/achievements to the teacher as necessary
- to report information from parents/carer as directed

Support for the school:

- support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others
- be aware of and comply with policies relating to safeguarding, health and safety, confidentiality and data protection
- assist in providing an atmosphere in which effective learning can take place
- support the promotion of positive relationships with parents/carers and outside agencies
- work within school policies and procedures
- attend and participate in individual and team meetings as required



- undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others
- accompany teaching staff and pupils on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher
- assist with the supervision of pupils out of lesson time
- work as part of a team and support the role of other people in the team
- to assist in providing an atmosphere in which effective learning can take place
- to care for their own and other people's health and safety
- to be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork
- to assist with the supervision of pupils out of lesson times, including before and after school.
- assist with the supervision of pupils out of lesson time, such as in staff rotas, break time and lunchtime supervision

Supporting the Curriculum:

- gain understanding of the National Curriculum terminology and general school procedures
- ensure the availability of appropriate learning aids, materials and equipment
- acquire knowledge of schemes of work including subject specific vocabulary
- implement and evaluate the methods and strategies outlined in the Individual Education Plan (IEP)/Education and Health Care Plan (EHCP)
- enable pupils to achieve the intended outcomes
- add value to learning and identify progress pupils make in the lesson

Note: This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. During duties, you may be asked to carry out other tasks that may be reasonably assigned to you.

Ethos

Preston Muslim Girls High School encourages all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

- to play a full part in the school community, to support its distinctive mission and to encourage pupils to follow this example
- to support the school in meeting its legal requirements for worship and to attend year or whole school acts of worship as requested to actively support the corporate policies of the school



EQUAL OPPORTUNITIES

We are committed to achieve equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

We are committed to protecting and promoting the welfare of children, young people, and vulnerable adults.

In order to comply with safer recruitment, all applications must be on the school application form (which is also available from the school or via the website): CVs alone are not acceptable.

Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Check.

Preston Muslim Girls High School is committed to safeguarding and promoting the welfare of children and young people.

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

This appointment is with the Governing Body of the school, with the Governors as employers. This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the school's modified pay policy which will apply to this post.





Teaching Assistant L1

Person Specification

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview /Task
QUALIFICATIONS				
1.	Breadth of learning at GCSE and equivalent qualifications	E	✓	
2.	GCSE in English and Math's at grades '4' and above	E	✓	
EXPERIENCE				
3.	Working with children in a secondary school setting	D	✓	✓
4.	Supporting pupils who have additional needs	D	✓	✓
5.	Evidence of continuous development	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Ability to maintain positive relationships with pupils and other adults.	E	✓	✓
7.	Ability to work effectively within a team.	E	✓	✓
8.	Effective classroom and behaviour management skills.	E	✓	✓
9.	Ability to communicate effectively in community languages.	D	✓	✓
10.	Knowledge of strategies to support students with visual impairment.	D	✓	✓
11.	Good ICT skills for word-processing and use of learning software, including online resources.	D	✓	✓
12.	Knowledge of the secondary national curriculum.	D	✓	✓
13.	Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstances/situations.	E	✓	✓
14.	Have a creative approach to problem solving and use this to inspire and motivate pupils.	E	✓	✓
15.	Have excellent communication skills in order to build rapport with children, colleagues, parents and outside agencies both verbally and in writing.	D	✓	✓
16.	The ability to record and assess pupils' progress and performance and write reports on pupil development.	D	✓	✓
17.	Knowledge of and the ability to support the delivery of a broad and balanced curriculum programme in order to develop literacy and numeracy.	D	✓	✓





18.	Understanding of ICT software to utilise in the classroom and for administration purposes	E	✓	✓
PERSONAL QUALITIES				
19.	A passionate belief in the school's mission statement.	E	✓	✓
20.	A strong belief in the value of education in developing citizens.	E	✓	✓
21.	Highest levels of professional and personal integrity.	E	✓	✓
2.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
23.	Personal resilience, persistence and perseverance.	E	✓	✓
24.	Commitment to undertaking additional training where required.	E	✓	✓
25.	Sympathetic to the Muslim faith.	E	✓	✓

In order to comply with Safer Recruitment, all applications must be made on the schools application Form, CVs alone will not be accepted.

Offer of a position is subject to receiving satisfactory references and an Enhanced DBS Check.

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