



HUJJAT PRIMARY SCHOOL

Higher Level Teaching Assistant

Application Pack

September 2023

Part Time, 19.5 hours (3 days/ week). Term Time only

£24,984 - £26,667 FTE

G4.13 – G 5.17



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. The school is over subscribed for our Reception intake for September 2022.

Samirah Saad
Acting Headteacher

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



Ethos

Our faith designation will be 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

We are based in an existing building in Harrow Weald which has been completely refurbished, surrounded by nature yet close to local amenities and transport links.

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 applicant will have the opportunity to help shape the educational plan, curriculum and environment of the school.



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 Leadership Team, 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 will embody high expectations, high standards, and enable children to extend their learning to engage with local, national and international initiatives that will reflect the diversity in our community both within and outside the school.



Governance

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 open the school in 2020.

The vacancies

We are now seeking to appoint Higher Level Teaching Assistants starting from September 2023.

Please refer to the job description and person specification below for further details. For further information about our school, please look at our website:

<https://hujjatprimary.org>

How to apply

Candidates of all faiths 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 the School Office on 0208 189 9730

Closing date for applications: Wednesday 3rd May

Interview date: w/c 8th May 2023

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



Higher Level Teaching Assistant Job Description



HUJJAT PRIMARY SCHOOL

Responsible to: Deputy Headteacher and SENDCo

Main purpose of the job beyond the Teaching Assistant role:

- To work with teachers to organise and support teaching and learning activities for classes.
- One of the foci is to undertake specified work with children assessed with SEND, providing specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
- Provide specialist support to pupils where English is not their first language

Responsibilities:

- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Have a regular timetabled commitment of teaching specific lessons e.g., PPA/ Leadership time cover. With this, you could be expected to resource, deliver and assess/mark.
- Cover classes when a teacher is absent for sickness or planned absence cover e.g. CPD courses. You would be expected to deliver lessons and mark/assess learning
- Liaise fully with parents if class teacher was absent

Teaching Assistants In This Role Also Undertake All Of The Following:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Provide cover supervision of classes
- Supervise or manage the work and development of other classroom support staff
- Liaise with external agencies (with the support of the SENDCo) as needed

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 and may be reviewed if necessary.





Higher Level Teaching Assistant Person Specification

	Essential	Desirable	Interview/ Tasks
Education and qualifications			
Five GCSEs at grades 9-4 /A*-C (or equivalent), including English and mathematics	X		
Fluent Level of English, both oral and written	X		X
NVQ Level 3 certificate in <i>specialist</i> support for children in teaching and learning in primary schools		X	
NVQ Level 3 and 4 certificate in supporting children in teaching and learning in primary schools	X		
Experience			
Previous experience in supporting and working with children across relevant ages	X		
Knowledge and skills			
A good understanding of the National Key Stage curriculum and child development and learning	X		X
The ability to provide varying levels of individual attention, reassurance and support with learning tasks as appropriate to pupils' needs	X		
The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs	X		X
The ability to monitor a pupil's response to learning activities and modify or adapt the activities to achieve the intended learning outcomes	X		
The ability to use a computer and the main office software packages competently such as Microsoft Excel, Word and PowerPoint	X		
The ability to provide constructive feedback to pupils in a way that reinforces self-esteem, handling complex and sensitive issues with empathy and understanding	X		X
Deliver lessons, demonstrating effective behaviour management skills	X		
Personal attributes			
A commitment to Hujjat Primary School's vision and values	X		X
Positive and enthusiastic; embracing change and innovation	X		X
Demonstrate respect and empathy towards others	X		X
Demonstrate resilience, perseverance and problem solving skills	X		X
Safeguarding			
A clear understanding of safeguarding	X		X

