



# HUJJAT PRIMARY SCHOOL

**SEN Teaching Assistant**

**Application Pack**

**September 2024**

**(earlier start may be possible)**

**Fixed Term, Full/ Part time, Term Time only**

**£ 19,594 per annum (£25,266 FTE)**

**G2.8**



## 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 2023.

Samirah Saad  
**Acting Headteacher**

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



## Vision

Our **vision** is to be an outstanding, happy and inclusive school that cultivates our relationship with God by embodying the conduct and teachings of the Prophet (Peace Be Upon Him).

A place where children indulge their intellectual curiosity, develop a love for learning, and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

*'Education is more than what you know, it is who you can become...'*

## Mission

**We will facilitate the well-being and growth of every child's mind, body and character through:**

- Nurturing children within a safe and caring learning environment to realise their full potential;
- Providing a broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;
- Facilitating experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene and nutrition;
- Fostering learners who are able to think, question and reflect independently;
- Developing confident, respectful and effective communicators who can express themselves and make informed choices;
- Encouraging positive relationships;
- Listening deeply and accepting every child as a gift from God.

**This is accomplished through a values curriculum in accordance with the Islamic philosophy of education. Individuals are encouraged to reflect on the qualities of God and develop the virtues of good character as embodied by Prophet Muhammad (Peace be upon him), thus enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.**

## Ethos

Our **ethos**, through a broad and balanced core curriculum, is designed to foster intellectual curiosity and outstanding academic achievement, alongside a values-based curriculum that develops the virtues of good character, enabling our pupils to change and develop their knowledge into action, for the benefit of our school, our families, our community and wider society.

The school promotes universally accepted human values and principles which are British Values but are also the cornerstones of the Islamic faith. This ensures that everyone at our school, adults and children, of all faiths and none, can identify with the same values:

**Compassion; Respect; Integrity; Service; Gratitude and Excellence**



## 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 Vacancy

We are now seeking to appoint a SEN teaching assistant starting from September 2024 on a one year fixed term contract. As a SEN teaching assistant, you will play a pivotal role in creating a safe and nurturing environment for our exceptional learners. You will provide vital support and encouragement, helping them develop their unique abilities and reach their full potential.

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

To apply, please see the job advert [SEN Teaching Assistant, Harrow - Tes Jobs](#) and complete the TES application form which should include an explanation of your interest in the role and how your passion, experience and skills will secure its' successful delivery.

**Closing date for applications: Monday 13<sup>th</sup> May 2024 (midday)**

**Interview date: Week Commencing Monday 20<sup>th</sup> May 2024**

## 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. Please note that an online check will be undertaken for any candidates invited for interview and 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



# SEN Teaching Assistant Job Description

**Responsible to:** Class Teacher and Senior Leadership Team

Hours 32.5/week. 8:30am-3:30pm Monday-Friday, term time only (39 weeks)

## **Main Purpose of The Job:**

- To support teaching and learning activities
- To support pupils 1:1 and in small 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 adaptive support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Effectively manage behaviour and promote a positive learning environment.
- Provide individualised support to students, tailored to their specific needs.
- Assist with the development and implementation children's individual plans.
- 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 how children learning at primary school.
- Use strategies, in liaison with the teacher, to support pupils to achieve.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Establish constructive relationships with parents/carers.
- Support groups within the class e.g., phonics and Guided Reading.
- Provide feedback on individual/groups of children to feed into their support plans/SEN review meetings.

## **Support For the Curriculum**

- Undertake programmes of intervention, recording achievement and progress and feeding back to the teacher
- Support the use of IT 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 with displays and presentation of learning of 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 overview of the teacher.
- Be a role model for pupils and colleagues in terms of behaviour and attitude.
- Be punctual and professional at all times, as well as 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 and may be reviewed if necessary.*



Hujjat Primary School

W: [hujjatprimary.org](http://hujjatprimary.org)

T: 020 8189 9730

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

## SEN Teaching Assistant Person Specification



HUJJAT PRIMARY SCHOOL

	Essential	Desirable	Interview Tasks
<b>Education and qualifications</b>			
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 2 and 3 certificate in supporting children in teaching and learning in primary schools	X		
NVQ Level 3 certificate in <i>specialist</i> support for children in teaching and learning in primary schools		X	
<b>Experience</b>			
Previous experience in supporting and working with children across relevant ages		X	
<b>Knowledge and skills</b>			
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
<b>Personal attributes</b>			
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
<b>Safeguarding</b>			
A clear understanding of safeguarding	X		X

