



HUJJAT PRIMARY SCHOOL

School Meals Supervisory Assistant

Application Pack

As and when casual contract

Term time only

Date: as soon as possible



Dear Applicant

We hope that you will find this information pack helpful.

If you would like to learn more about our school, we would be delighted to answer any questions you may have. Our contact details are in this pack, and we can offer tours of our school site so you can meet our children and staff and see first-hand what we do. Our school website offers much more information about our staff, curriculum and how we work.

Hujjat Primary School is situated in a multicultural, vibrant and diverse community of Harrow, in North-West London with easy transport links. We have been thriving since we opened in 2020 and have strong links to our Local Authority. We have a dedicated Trust Board and the school benefits from a strong and committed Senior Leadership Team. Together, we work with the common aim of making our children shine, both academically and spiritually.

We are looking to recruit staff who wish to further develop their professional talents. We are looking for staff who are confident, self-reflective and who have the energy, passion and skills to make the difference that our children deserve.

If you are hardworking, reflective, resilient and looking for a new challenge then we would love to hear from you.



Hujjat Primary School

E: recruitment@hujjatschool.org

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, excellence.



Curriculum

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. Our curriculum will grow mind, body and character through:

A broad, balanced, vibrant and inclusive curriculum that fosters curiosity and outstanding academic achievement.



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



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.



The Vacancy

We are seeking to appoint an as-and-when lunchtime supervisor on a casual contract to support our lunchtime provision.

SMSAs are responsible for securing and maintaining the safety, welfare and conduct of pupils in the dining hall and playground during the midday lunch break period, therefore it is preferable that you have experience of working in a school environment.

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

The Trust is committed to offering a variety of developmental opportunities for the successful candidate.

Candidates of all faiths are very welcome to apply.

We are unable to sponsor applicants for visas

How to apply

Please complete the support staff application form available on the school website and email to recruitment@hujjatprimary.org

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion or school tour in relation to the role, please do not hesitate to contact the School Office via email: office@hujjatprimary.org or telephone: 02081899730

Safer Recruitment

Hujjat Primary School is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a fair, robust and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates - you can read more about this on our website.

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

Rehabilitation of offenders: This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.



SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA) Job Description



Reports to: School Business Manager

Salary: Hourly rate £14.31 (equivalent to G2 8 Harrow pay scale)

Contract: As and when casual contract

Hours: 11:20am – 1:35pm term time only as required

PURPOSE OF THE JOB:

To provide on call support to the midday supervisory team

To ensure the safety, welfare and good conduct, either individually or as part of a team, of children at lunchtimes, during the midday break period. To provide a positive role model to the children at all times. To maintain confidentiality at all times. To ensure children eat healthily at lunchtimes

The post holder will work under the supervision and direction of the SLT on duty

MAIN RESPONSIBILITIES AND TASKS:

To ensure that where more than one sitting is required involving children coming in from playgrounds or classrooms and others going out to playgrounds or into classrooms, there is no period when the playground is left unsupervised.

To supervise children during the lunch period ensuring children are supervised at all times and that all children behave appropriately and are kept safe. This includes the classrooms, corridors and the dining hall.

Be vigilant for Health and Safety and security issues and refer to the Site Manager or Headteacher.

To assist in putting out cutlery and trays in the dining hall.

To support children with good eating etiquette.

To support children in clearing away their trays, plates and cutlery.

To assist in cleaning the tables, clearing trolley and floor during and at the end of lunch service.

To monitor children when eating, encouraging them to eat healthily and to report any concerns to SLT or Class teacher.

To foster the principle of family dining.

To play with and support the children in the playground.

To assist the children in setting up games or activities, abiding by the rules constructively.

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.



School Meals Supervisory Assistant

Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| QUALIFICATIONS AND TRAINING | | |
| First aid qualification | | X |
| A qualification / successful completion of a training course in working with children | | X |
| EXPERIENCE | | |
| Experience of working as part of a team | X | |
| Experience of working with children and families in a school setting | | X |
| KNOWLEDGE, APTITUDES AND SKILLS | | |
| An ability to show initiative and apply effective strategies to deal with situations which may arise in school e.g. taking appropriate action if it starts raining or dealing with a disagreement between children | X | |
| An ability to interact positively with pupils, parents and colleagues | X | |
| Knowledge of different playground games and activities and an ability to engage children in cooperative play | | |
| PERSONAL QUALITIES | | |
| Confidence, warmth, sensitivity, reliability and enthusiasm | X | |
| Ability to communicate effectively with children and young people | X | |
| Good interpersonal skills | X | |
| EQUAL OPPORTUNITIES | | |
| Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin | X | |
| SAFEGUARDING | | |
| A clear understanding of safeguarding | X | |



HUJJAT PRIMARY SCHOOL