



HUJJAT PRIMARY SCHOOL

School Meals Supervisory Assistant

Application Pack

September 2021 start

Permanent, Part Time, Term Time only

£3,036 per annum (£20,451 FTE)

G1 pt4



Welcome



Thank you for your interest in this opportunity to play a vital role in the development of a 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, all staff will model the 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.

For further information about our school, please look at our website:

<https://hujjatprimary.org>

David Poole,
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

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 lunchtime experience as founding members of staff.



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 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

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 a SMSA to support our lunchtime provision.

Please refer to the job description below for further details.

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



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.

To apply, please complete an application form and send it via email to recruitment@hujjatschool.org

Closing date for applications: Wednesday 30 June 2021, 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



SCHOOL MIDDAY SUPERVISORY ASSISTANT (SMSA) Job Description



HUJJAT PRIMARY SCHOOL

Grade of Post: G1 Pt 4

Hours: 6.25hrs per week, 1200 – 1315 hrs Monday to Friday (Term Time only – 39 weeks per year)

PURPOSE OF THE JOB:

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

MAIN RESPONSIBILITIES AND TASKS:

The normal duties of the postholder will usually include the following:

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.

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.

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

To assist in putting out cutlery on the tables.

To assist in cleaning the tables at the end of lunch service.

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

To foster the principle of family dining.

Responsible to: School Business Manager

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.

