

Manchester Quran Academy is a new educational institute aiming to provide an outstanding teaching and learning experience within an Islamic, caring and secure environment.

We are seeking to recruit a teaching assistant to provide support to the teachers and staff working at the academy.

The successful candidate will have good oral and written communication skills and be able to effectively teach, support, observe and record the progress of students.

Experience within a school environment and ability to speak a second language are preferred but not essential.

## **Accountabilities**

### *Teaching*

- Help plan and prepare lesson plans for the delivery of classes.
- Deliver classes in accordance to the curriculum utilising a variety of teaching methods.
- Provide group-based teaching and 1-2-1 learning support.
- Test and evaluate progress of students and report individual progression.
- Ensuring that equipment and teaching resources are cleaned and stored after use.
- Promoting the general progress and wellbeing of individual pupils.
- Supervising pupils whose teacher is absent.
- Ensure that school policies relating to, for example, homework, uniform, discipline and so on are adhered to.

### *Administration*

- Maintain student records, including attendance registers, progress reports and financial records, as required.
- Full participation at teachers review meeting to discuss progress and incident issues that require wider discussion.
- To ensure full participation in one-to-one and supervision meetings and any other meeting that may be deemed to be necessary as required by the post.
- Organise meetings with parents to discuss individual student progress and support requirements.
- Liaise with the building management to ensure upkeep of facilities.

### *Other Duties*

- To adhere to all the policies and procedures, including Equal Opportunities, Health Safe and Child Protection.
- To undertake and complete training and personal development programme/courses that may be deemed necessary by the post.
- Any other duties or tasks as deemed appropriate by the head teacher.

Job Types: Part-time, Permanent

Role: Teaching Assistant

Salary: Competitive

Experience:

- Teaching Islamic studies and Quran: 1 year

Location:

- Manchester, Greater Manchester

Licence:

- DBS Certificate

Language:

- Good command of English
- Arabic

***We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The post will subject to an Enhanced Disclosure application to the Disclosure and Barring services and checks against the ISA barred list for children.***

To apply, please send your CV and cover letter to [careers@guidancehub.org](mailto:careers@guidancehub.org)