

<b>Job Title</b>	<b>Teaching Assistant, Madrassa Team</b>
<b>Key Responsibilities</b>	<p>Teaching Assistants will be required to attend to the following duties during class times:</p> <ul style="list-style-type: none"> <li>○ Taking parents signatures in the register, both for dropping off children to class, and for children being taken from class. Once attendance has been taken, including information of any late attendees/ absent children, a copy of the register is then to be sent to administrator of madrassa (Sister Meryem).</li> <li>○ Lessons need to be started promptly. If for some unforeseen reason the teacher is running late, the class assistants will be required to start the class, following the lesson plans.</li> <li>○ During lessons the assistants may be required to lead a group of children whose reading level requires a more focused approach. All children have different levels of ability and understanding. Between the teacher and the assistants, we will try our best to place the children into appropriate learning groups.</li> <li>○ Assistants are required to supervise children to and from the toilets.</li> <li>○ Assistants are required to supervise children during break times.</li> <li>○ Both teachers and assistants are to be responsible and supportive of all our children at the Madrassa.</li> <li>○ Assistants are required to supervise children during break times.</li> <li>○ If there are any concerns, raised by either parents or staff, these should be discussed in a professional manner and referred to Madrassa management (Sister Rubina).</li> </ul>
<b>Time commitment</b>	Volunteers need to be available at the masjid during term times. Dependant on the day on which they volunteer, lessons can last between 2 and 3 hours (5pm-8pm), Monday to Thursday.
<b>Required/Desired Skills &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>○ Teaching/teaching assistant experience would be beneficial</li> <li>○ A passion for children's learning</li> <li>○ First aid skills would be useful</li> <li>○ Volunteers must have knowledge of the basic rulings of Tajweed, to assist the Madrassa teachers in teaching Qur'an.</li> <li>○ Good time management skills</li> <li>○ Reliable, must attend regularly</li> <li>○ AEC will provide a free DBS certificate for this role (essential)</li> </ul>
<b>Requestor's name</b>	<b>Rubina Moten, Al-Emaan Centre Madrassa Manager</b> <b>Email: <a href="mailto:rubina.moten@al-emaan.org.uk">rubina.moten@al-emaan.org.uk</a></b>