

In the name of Allah, The Most Merciful, The Most Kind

JOB DESCRIPTION: CLASSROOM ASSISTANT

This job description is based on professional documents prepared and in use in Muslim and state schools in Britain. Teachers and Assistants should be fully conversant with the details of this document.

General Professional Duties (as directed by the School Management)

1. To maintain at all times the practice and demeanour of a Muslim aware of one's duties in this life and accountability in the next life for one's actions, and to relate this' Aqeeda to the following duties.
2. To maintain and uphold the confidential nature of school matters, records and documents, especially those relating to pupils and fellow staff members.
3. Ensuring that equipment and teaching resources are cleaned and stored after use, and that classrooms are left at the end of the day tidy and ready for use at the start of the next school day. The school is cleaned by cleaners but that should not stop staff taking the initiative to keep the place as clean and tidy and possible at all times.
4. To help the teacher in assessing, recording and reporting on the personal and educational development, progress and attainment of pupils. e.g. Maintaining and updating of Record of Achievement files, etc.
5. Promoting the general progress and well-being of individual pupils.
6. Reviewing from time to time your methods of assisting in the class on a self-assessment basis and in conjunction with colleagues and management.
7. Participating in In-Service Training.
8. Maintaining good order and discipline among your pupils and safeguarding their health and safety.
9. Participating in staff rotas relating to non-teaching supervisory duties.
10. Supervising pupils on educational and other school-organised visits related to their general education provision.
11. Participating in Staff Meetings relating to curriculum or general administration and organisation of the school, some of which will take place after school hours or at weekends, at mutually convenient times whenever possible.
12. Supervising pupils whose teacher is absent.
13. Participating in general administration and organisational tasks within the school as required, and registering the attendance of pupils.

14. Participating in arrangements for appraisals.
15. Assisting in ensuring that the necessary resources and equipment are available for use by staff and pupils for the effective delivery of lessons, and notifying the school management of potential shortages in good time for replacements, supplies, etc., to be obtained, insha' Allah.
16. Ensuring that school policies relating to, for example, homework, uniform, discipline and so on are adhered to.
17. To assist the assigned teacher in both teaching and non-teaching activities.

The aim of the school is to provide a clean, Islamic environment within which children can learn and adults can work in safety, insha' Allah. Written guidance such as this is provided in a spirit of naseehah (sincere advice) and it is hoped that it is received and read in the same spirit. The school management are also learning, and would appreciate similar naseehah from all involved in the education of our children if it could lead to an improvement in the school and increased benefits for the children, insha' Allah.