



Edinburgh Central Mosque Arabic School

Role Description

Voluntary Classroom Assistant

To Start: September 2018, Sundays 10.00am – 3.00pm

Role Purpose

- to work under direct supervision of the classroom teacher to provide support and assistance in the classroom, this may include support for small group or individuals
- Provide supervision of children at break and lunch time, ensuring children are happy, safe and actively engaged
- As part of a team of teaching and non-teaching staff, to actively support the continued running and development of the Arabic School throughout the year

Responsibilities

- Responsible to; Classroom Teacher & School Administrator/Manager
- Commit to weekly volunteering throughout the school year (Sept – June)
- Assist with teaching activities to pupils on either a one-to-one basis or in small groups;
- Ensure that the pupils you support are able to engage in learning and stay on task during the lesson or activity;
- Carry out administrative duties such as preparing classroom resources;
- Provide supervision of the children during lunch break;
- Assist with the preparations for and facilitating the schools end of year party (June 2019)

Hours

Working hours are typically 10.00am – 3.00pm on Sundays. The Arabic School year currently runs in tandem with the City of Edinburgh Council school schedule and therefore the Arabic School will break for similar school breaks (October, Christmas, Spring etc). A full schedule is available upon request.

You may be expected to attend meetings and or training outside of these hours as part of on-going School development and review. Suitable notice will be given in advance of these and every effort will be made to accommodate the varying availabilities.

Benefits

The role is current a voluntary position. The post holder will gain valuable experience and insight in working with children, which will enhance future CVs or applications. Travel expenses can be reimbursed and the post holder would be entitled to a reference from Edinburgh Central Mosque. The poster holder will also be entitled to a free lunch.

Protecting Vulnerable Groups (PVG) Scheme

The post holder is required to be a member of the Protecting Vulnerable Groups (PVG) Scheme, which involves carrying out a criminal background check. Further information about the process of applying to become a PVG member will be provided upon receipt of your application.



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Person Specification

Classroom Assistant

The person specification shows the abilities and skills you will need to carry out the role.

Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below

E = Essential D = Desirable

Qualifications	
Good Standard of general education	E
Minimum of Grade 3 in Standard Grade English and Maths or equivalent	E
Evidence of recent first aid training (specifically children)	D
Any basic qualification in child care, development or education	D
Experience	
Working with children aged 5 –12	E
Working as part of a team	E
Working in a classroom environment	D
Supervising and being responsible for a small group of children	D
Facilitating children's activities	D
Skills, Abilities and Personal Qualities	
Ability to communicate well with a range of groups and individuals	E
Good organisational and time management skills	E
Basic Computing/IT skills I.e. use of MS Office Applications, Photocopying, Printing etc	E
Ability to form and maintain appropriate professional relationships and boundaries with children and adults	E
Professional, welcoming manner and obvious sense of pride in your work	E
Ability and skills to manage change and adapt to a changing role	E
Enthusiasm and energetic approach to supporting young children	E
A level of proficiency in the Arabic Language	D

Employment History: Start with your most recent employer and work back. Continue on a separate sheet of paper if required.

Employer name and Address	Position Held and brief description of duties	Dates employed

Training and Development

Please use the space below to give information on any training or additional qualifications you have completed which is relevant to the post you have applied for.

Training Course	Course Details (including length of course, qualification attained and subjects studied)

Additional Supporting Information

Please give any evidence which you feel will support your application. For example, you may wish to mention personal interests; activities or hobbies, previous work or voluntary experiences you feel will strengthen your application.

Referees

Please give the details of two referees

Name	
Address	
Phone Number	
Email	
Occupation	
Relationship to the candidate	

Name	
Address	
Phone Number	
Email	
Occupation	
Relationship to the candidate	

I confirm that to the best of my knowledge, the information on this application form is correct.

Signature	Print Name	Date

Please email your completed applications to info@edmosque.org or hand in to the main office G008 on the ground floor.

We are happy to accept a CV in addition to this completed application form, however we cannot accept a CV as an alternative to filling out the application form.