

# Candidate Information Handbook



Noor ul Islam  
PRIMARY SCHOOL

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Charity No. 1017780



## Welcome

Dear Applicant,

May I take this opportunity to thank you for considering a position at Noor ul Islam Primary School. We provide pupils with an enriching academic framework that complies with the National Curriculum, whilst encompassing Islamic morals and etiquettes as outlined in the Qur'an and the Sunnah of our beloved Messenger, Mohammed (peace & blessings be upon him).

### *Our School's Mission Statement*

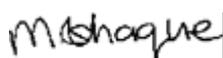
- To inspire our students to achieve excellence in Islamic conduct and personality;
- To ensure they achieve their academic potential;
- To develop each child to be an ambassador of Islam contributing to and serving the wider society we live in.

We are looking for like-minded colleagues who share the drive and determination to make an impact. We will work to support your professional growth by providing opportunities to help you become better in your role. This includes support for NQT's, QCF qualifications, Assessment only route applications and a wide range of other short training courses.

Put simply - we see your growth as the school's growth.

We look forward to receiving your completed application. This booklet is aimed at giving you an appreciation of our school community. If you have any queries, please do contact the school office and we will be happy to help.

Mr. Majid Ishaque



Headteacher

**NPQH, MBA, QTS, PGCE, BSc HONS**

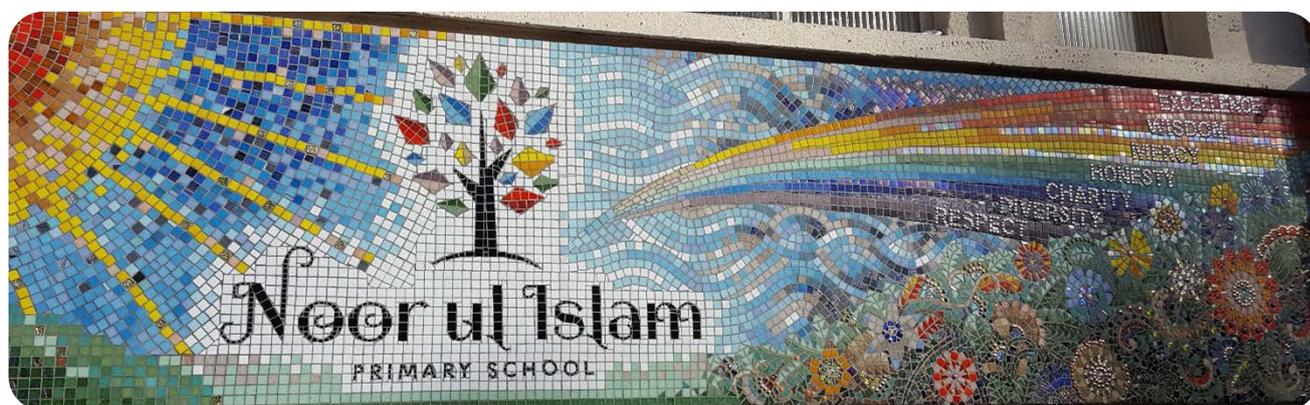
## History of the School

In the year 2000, parents of children attending Noor ul Islam preschool were anxious to ensure their children continued to receive **primary education embedded within an Islamic Ethos**. The trustees at Noor ul Islam Trust considered their request and agreed that it was Noor ul Islam Trust's aim to open a Primary School.

Following a successful auction bid, Noor ul Islam acquired an old health clinic on Dawlish Road and after renovation, within 8 months the Primary school opened with 96 pupils attending Reception Class, Year 1 and Year 2. The plan was to have a new intake of Reception pupils each year with pupils remaining until the end of Year 6.

To accommodate this plan, in 2002 a mezzanine floor comprising of two classrooms, computer suite and washrooms were built by the Trust. Later Noor ul Islam purchased a building behind the school to provide an annex with an extra classroom. This gave Noor ul Islam Primary School the seven classes it needed to become a **complete one form entry Primary School, with facilities for over 160 pupils**.

The school has grown from strength to strength and is now a fully functioning hub for learning with various facilities. This growth has coincided with the development of Noor ul Islam Trust, in particular the Masjid, which is undertaking an ambitious '**Project Rebuild**' scheme to regenerate the masjid at 715 High Road Leyton, into a central hub for the community. We also hope to expand the school in the future with the growing demands from the local community and further afield.



*Our hand-crafted school mural by our Head of Islamic Studies – Ustadh Ishaq Ganee. This mural represents our core values as a school:*

***Excellence, Wisdom, Mercy, Honesty, Charity, Diversity & Respect***

## Staffing & Governors

- The school is headed by The Senior Leadership Team (Head Teacher & Deputy Head).
- We have an active governing body that aid in the continual development of the school, through monitoring and challenge.
- The school has a middle management team of phase leaders, SENCO, Head of Islamic studies and an Office manager.
- The school comprises of single form entry with one class teacher per class and a teaching Assistant shared between 2 classes (EYFS department have 2 teaching assistants).
- We have a team of midday assistants for our lunchtime provision and office staff leading administrative activity and paediatric first aid.
- We have a team of premises managers and cleaners to ensure the maintenance of the school.

## Tarbiyah Partnership

The staff and governing body of Noor ul Islam Primary School will foster a culture of the highest professional standards. This is exercised through the development of respectful, caring and professional relationships between adults and pupils, and fostered by adults who demonstrate integrity, maturity and good judgment. As a school we believe the role models of the children are the staff and everything we do or choose not to do creates the ethos in the school. As a faith school we require adults to uphold strong Islamic values at all times.

The Messenger (peace and blessings of Allah be upon him) gave parents the responsibility of raising children and made that obligatory upon them.

*It was narrated that 'Abd-Allaah ibn 'Umar said: I heard the Messenger of Allah (peace and blessings of Allah be upon him) say: "Each of you is a shepherd and each of you is responsible for his flock. The ruler is a shepherd and is responsible for his flock. A man is the shepherd of his family and is responsible for his flock. A woman is the shepherd of her husband's household and is responsible for her flock. A servant is the shepherd of his master's wealth and is responsible for his flock." He said: and I think he said, "A man is the shepherd of his father's wealth and is responsible for his flock. **Each of you is a shepherd and is responsible for his flock (i.e. his family).**"*

(Saheehain)

The school endeavours to mirror the wholesome Islamic upbringing pupils receive at home and reinforce what they have learnt. Good religious education will help children to fulfil the rights and obligations of all around them (including parents themselves), and ultimately aid them in becoming responsible citizens of their communities and valuable and productive members of modern society.

## Your Growth

The personal development of our staff is pivotal to our vision as a school. This is not limited to just professional growth but that of one's well-being and spirituality. We recognise the importance of being the best we can in our roles. We work hard to ensure that staff are focused on their professional growth. We expect staff to constantly reflect on their practice and as such become better at what they do. This achieved through a variety of means; performance management, training courses, working with local school networks, delivering professional development sessions to other staff, action research projects, coaching and mentoring to name a few.

A range of some of the courses attended in the academic year 2016-2017.

- *Phonics Workshops*
- *Safeguarding Training for Designated Safeguarding Lead Professionals*
- *Paediatric First Aid Training*
- *SRE Training*
- *Using Visual Supports in Teaching*
- *What is an Outstanding Lesson?*
- *Supporting Schools to Safeguard Children Not Attending*
- *Inclusive Education and Action Research (Masters Research Project)*
- *AMS School Leadership Conferences*
- *Fire Warden Training*
- *Dealing with parents consultations*
- *Safeguarding Audit Training*
- *WRAP Training*
- *Epipen Training*
- *Delivering Practical Science (Empiribox Training)*
- *Weekly staff halaqah on Jumuah*

We are also a training hub for other schools whereby we strive to share best practice, examples of which are included below:

- *Safeguarding Training*
- *Guided Reading Workshops*
- *Observation, Planning and Assessment within the EYFS and The Montessori philosophy of childhood independence.*
- *Tajweed Workshop*
- *Arabic Language Workshop*

## **Teaching & Learning in our School**

### **Curriculum**

Noor ul Islam Primary School follows The National Curriculum for Primary Schools in England. The subjects we cover;

- English
- Mathematics
- Science
- Computing
- Design & Technology / Food Technology
- Art
- History
- Geography
- Religious Education
- Physical Education
- **Creative Performing Arts**
- **Personal Social & Health Education**
- **Social & Emotional Aspects of Learning**
- In addition, we teach Islamic Studies, Qur'an, Tajweed and Arabic. The school also offers an optional Qur'an Hifdh class.

We constantly seek to improve our core business of teaching and learning through professional dialogue and research. We want to be experts at what we do and draw on good practice that has impact. Therefore we have in the past few years re-modelled our curriculum for English, Maths, Science, PE, Islamic Studies and are currently looking to move forward in our Arabic, Computing, Creative Arts and DT curriculum.

Our staff members are the agents of excellence who ensure our children are given high quality teaching and learning experiences.

### **Assessment**

Children in Year 2 and Year 6 sit end of key stage assessments (SATS). Pupils in Early Years complete the EYFS curriculum by the end of the summer term and are moderated by the local authority. All other year groups have regular assessments including an end of year external assessment (GL assessments) to help teachers evaluate the progress of pupils. School results are well above national average.

### **Homework**

Homework is given to pupils on a weekly basis to supplement pupil learning. Homework and reading books are normally provided every Friday and should be completed and returned to school on Tuesday of the following week. The school implements a no marking homework policy.



## **Reports**

Teachers will write one annual report to parents about their children's strengths, progress and achievements any gaps in their children's progress and ways that they can help. Reports will focus on how well the child is progressing in terms of becoming secure in their learning. Reports will include brief qualitative comments about planned learning across the curriculum areas and in different contexts.

## **Learning Journals**

At the beginning of each year parents will receive a learning journal for the year that details the expected objectives that their child should meet by the end of that academic year. This will be used by pupils in school to self-assess and plan their learning effectively over the course of the year. This approach of giving children control and oversight of their learning is key in developing their 'metacognition' skills and has been shown to have a major impact on their success at school.

## **Academic Review Evenings**

Academic Review Evenings are held twice a year. They establish a process of dialogue and reflection between pupils, class teachers and parents about learners' strengths, specific targets and strategies for learning.

## **Trips**

Pupils attend a variety of trips throughout the academic year to supplement their learning. Local trips are free (to the park, fire station etc.). Trips further afield are priced to account for travel expenses and entrance fees. Teachers are expected to include trips and other enrichment activities as part of the planned curriculum.

## **Extra-curricular activities**

There are a range of extra-curricular activities held throughout the year for pupils. Various after school and morning clubs such as Karate, Survival Skills, Wacky Science, Baking etc. are offered. These run over a half term normally. Details of club bookings are emailed to parents in the preceding term. All staff are expected to contribute to the after school provision.

## **Safeguarding and Wellbeing**

### **Staff wellbeing**

The school is committed to helping staff manage their wellbeing. Staff are given dedicated PPA time that they can be sure of receiving. Staff have opportunities to meet with Senior leaders at least once a term to discuss worries and concerns. Bureaucracy is limited to that which is essential, and our assessment policy is designed to help ensure staff are spending more time on doing the important things rather than high effort -low impact tasks.

### **Rules & Behaviour**

At Noor ul Islam Primary School we foster good attitudes to learning and towards each other. Serious or persistent misbehaviour will be brought to the attention of parents. Discipline within the school will be most effective when parents support the actions taken by the school and this support is clearly seen by the child.

The school adopts a positive behaviour management policy that recognises that good behaviour must be encouraged and poor behaviour discouraged. The school has many approaches to motivating pupils, however these are not done at the expense of reminding pupils first and foremost of the importance of sincerity and pleasing Allah.

It is inevitable that children misbehave sometimes and the school approach is premised on a key principle that the type of behaviour displayed is a choice. The opportunity to make good choices and likewise poor choices. We avoid ever blaming the child himself/herself. All behaviour is a choice and teaching children to take responsibility for their choices is a crucial part of our approach to behaviour management.

Children will be taught that because of the choices they make, there will be consequences and these will be consistently applied. This can be summarised in the 3 Cs;

- Choices
- Consequences
- Consistency

The school has a detailed behaviour policy which sets out in detail what is expected.

### **Anti-Bullying**

The school has a robust and clear anti-bullying policy to ensure all children can flourish at the school. The school defines bullying as given by the DfE, "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally taken from the DfE Anti Bullying document, 'Safe to Learn: Embedding anti bullying work in schools'").

We recognise that bullying can be physical, verbal and indirect. Any cases of alleged bullying are thoroughly investigated by the school Anti-Bullying co-ordinator and findings reported back to parents within 10 working days.

The school also pro-actively seeks to ensure pupils are happy through an anonymous pupil welfare questionnaire, carried out every half term, that allows pupils to report any concerns they may have about another child in the school. The school has a suggestion/worry box available for pupils to place any concerns in at any time of the school year.

### **Child Protection**

***Noor ul Islam Primary School is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance.***

Everyone working in or for our school shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children to learn and develop in our school setting.
- Identifying children who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting

***Our Designated Safeguarding Leads for Child Protection are Mrs. Hawa Moorea (SENCO) & Mr.Majid Ishaque (Head Teacher).***

The school has a responsibility to act upon concerns that they may have about a child's welfare. Examples of this may be when a child:

- Is demonstrating inappropriate behaviour
- Is involved in bullying
- Is failing to come to school and or/on time
- Where difficulties at home are having an effect on the child's well-being.

## Parent – School partnership

### Home School Agreement

Our home school partnership/agreement outlines how we would like to develop positive relationships. We endeavour to work closely with families and to help ensure that each child has the opportunity to fulfil their potential. The agreement is as follows:

<b>Noor ul Islam Primary School Staff will:</b>	<b>The child's parents will:</b>
a) Encourage children to do their best at all times.	a) Ensure that their child arrives at school on time in the correct uniform.
b) Encourage children to take care of their surroundings and others around them.	b) Make sure that their child attends regularly and provides a note of explanation if the child is absent.
c) Inform parents of the child's progress at regular meetings.	c) Promote Islamic values outside the school.
d) Inform parents about what the teacher aims to teach children.	d) Attend Academic Review Days to discuss their child's progress.
e) Inform parents of major concerns they may have about the child's progress.	e) Look after the school's surroundings and keep the neighbourhood peaceful, parking their cars with consideration for others.
f) Promote an Islamic environment in the school.	f) Share the responsibility of their child's education and promote a good relationship with the school.
g) Provide a balanced curriculum, supported with homework.	g) Be committed to ensuring their child's education at Noor ul Islam Primary School is a happy and worthwhile experience.
h) Try to meet the individual learning needs of the child.	h) Support 'outside' school activities such as trips.
i) Teachers will always listen to parents' concerns and suggest ways forward.	i) Ensure their child completes their homework on time and support other opportunities for learning at home.

The agreement ensures staff can be clear of what is acceptable and unacceptable from parent requests.

## School Timetable

The school day runs as follows:

<b>EYFS &amp; Key stage 1 – Reception, Year 1 &amp; Year 2</b>	
<b>Time</b>	<b>Action</b>
<b>8:20am - 8:40am</b>	School gates open – Morning remembrance in the hall
8:40am	Pupils proceed to classrooms
8:45am	Pupil register completed <i>(pupils entering after 8:40am will be considered late)</i>
9:45am-10:00am	Key stage 1 break
12:00pm-1:00pm	Key stage 1 lunch
2:00pm-2:15pm	Key stage 1 break
3:35pm	School gate opened for parents
<b>3:40pm - 3:50pm</b>	Home time, children dismissed from classes <i>(pupils picked up after 3:50pm will be considered late)</i>

<b>Key stage 2 – Year 3, Year 4, Year 5 &amp; Year 6</b>	
<b>Time</b>	<b>Action</b>
<b>8:20am - 8:40am</b>	School gates open – Morning remembrance in the hall
8:40am	Pupils line up in the school hall
8:45am	Pupil register completed <i>(pupils entering after 8:40am will be considered late)</i>
10:45am -11:00am	Key stage 2 break
12:30pm -1:20pm	Key stage 2 lunch
1:20pm -1:45pm	Salah (Key stage 2)
3:35pm	School gate opened for parents
<b>3:40pm - 3:50pm</b>	Home time, children dismissed from classes <i>(pupils picked up after 3:50pm will be considered late)</i>



## Working at Noor ul Islam

### Employee Testimonies - December 2017

*Noor ul Islam Primary School is a nurturing working environment which provides opportunities for its' staff to develop both spiritually and professionally. The school is led by a well experienced and qualified headteacher who is a true visionary. The wellbeing and happiness of the staff are of great importance. I can honestly say that this is the most supportive working environment I have experienced to date, and I wouldn't hesitate to recommend the school to others! This is truly a school like no other and I'm confident that other staff would reiterate this. (Employee of 2 years)*

*Joining Noor ul Islam Primary School was like joining a big family. Like every family it has its' ups and downs, but since the staff are so dedicated, and genuinely like working here, it feels like nothing can rock our boat. I have never felt this kind of sisterhood before, a sense of belonging, a sense of coming home, a sense of we're all in the same boat and we can laugh about it when the going gets tough. I have never actually had this fun while working, sometimes it feels like I'm not working at all. (Employee of 4 years)*

*Noor ul Islam enables you to develop professionally as well as spiritually to reach your full potential. Always a great team spirit and environment within the school, everyone works together to make this an amazing place to work. (Employee of 3 months)*

*I started Noor ul Islam Primary School as a graduate with limited experience, looking to start my teaching career. The amount of support I have received from the staff during short time here has been truly exceptional. The friendly staff and environment has helped me to develop my skills as a teacher and member of staff at the school. I also appreciate the Islamic element and ethos of the school, I can practice my faith freely without any concerns. Faith schools are generally identified to be respectable in terms of moral development and this is something I have witnessed whilst at the school. Overall, the warm and welcoming environment of the school is truly special and rare to find which really makes this job worthwhile. (Employee of 1 ½ years)*

*Noor ul Islam School is truly a pleasant place to be. From my experience, of almost two years, I have witnessed an atmosphere of warmth and compassion. Staff who exemplify strong integrity, and similar principles in their passion for teaching and learning. May Allah (swt) preserve Noor ul Islam Primary for many generations to come, Insha'Allah.*

*This is a great school to work in - no matter what the challenge is, we tackle it as a team and like a family, we help, advise and support each other. (Employee of 10 years)*