

## Vacancy – Teaching Assistant

Title:	<b>Teaching Assistant (Male &amp; Female)</b>
Type:	Part time (Voluntary)
Hours:	<ul style="list-style-type: none"> <li>• <b>1st Shift:</b> Monday–Friday, 4:40 PM – 6:00 PM</li> <li>• <b>2nd Shift:</b> Monday–Friday, 6:25 PM – 7:45 PM</li> </ul> <p>Candidates may apply for either shift individually or for both shifts, based on their availability.</p>
Location:	Muslim Education Centre (MEC) , High Wycombe, UK
Reporting to:	Headteacher

### Role Summary

The Teaching Assistant will support the Qur'an and Islamic Studies Teacher in delivering lessons and ensuring a positive learning environment. This role is open to volunteers aged 15 and above who are passionate about Islamic education and eager to contribute to the spiritual growth of young students.

#### Key Responsibilities

- Assist the assigned class teacher in delivery of lesson
- Support students during lessons, providing additional assistance as needed.
- Provide 1-2-1 support and targeted intervention for students struggling with the Qa'idah.
- Attend trainings & CPD sessions

#### Qualifications and Requirements

- ✓ Must be 15 years or older.
- ✓ Basic knowledge of Qur'an recitation and Islamic teachings.

### Desirable Qualifications

- ✔ Experience in working with children
- ✔ Competence with using technology & Microsoft Office

### Personal qualities & Expectations from Applicant

- ✔ Must be sincere and dedicated
- ✔ Passionate about teaching
- ✔ Strong moral character & adherence to Islamic principles
- ✔ Highly organised with strong time management skills
- ✔ Reliable, punctual, and able to commit to a regular schedule.
- ✔ Enthusiastic about helping children learn and grow in their faith.

### What do you get out of the role?

- Deepen your understanding of Islamic teachings and principles.
- Opportunities for personal growth and learning within a supportive community.
- Enhance communication and interpersonal skills
- Develop leadership and organisational skills
- Gain experience in mentoring; valuable for future academic and career opportunities.
- Strengthen your own faith and connection to Islam by teaching others.
- Build confidence and self-esteem through responsibility and helping others.
- Develop time-management and multi-tasking skills.

### About Muslim Education Centre

Founded in 1999 and nestled in the heart of High Wycombe, the MEC has been a beacon of spiritual guidance and community support for over two decades. Committed to the principles of education and community welfare, MEC has become an integral part of the local Islamic community.

### How to Apply

To apply, visit the following website: [www.mecawt.co.uk/vacancies](http://www.mecawt.co.uk/vacancies)

For enquiries, email [admin@mecawt.co.uk](mailto:admin@mecawt.co.uk)

### Commitment to Safeguarding

MEC is dedicated to creating a safe and secure environment for all members of our community, particularly vulnerable individuals. The successful candidate will be required to undergo a thorough background check and adhere to our safeguarding policies and procedures.