

As-Suffa Maktab Teacher | Job Description



INTRODUCTION

The main aim of As-Suffa Maktab is to facilitate in instilling Islamic Knowledge and Tarbiyya (inclusive development) for children. The objective is to teach children in order to ensure that their understanding and development of Islamic Knowledge is not hindered. As-Suffa Maktab is looking for two enthusiastic, motivated and reliable teachers to teach children aged between 9-14.

JOB DETAIL

The following is required from the successful applicant:

- To teach children the recitation of the holy Qur'an
- Teach the rules of Tajweed
- Teach children basic Islamic teachings from the syllabus
- Teach 10 hours a week, Mon-Fri from 5pm-7pm
- Teach weekend mornings in the month of Ramadhan

RESPONSIBILITIES

- Teaching the syllabus provided by the Management.
- Assist children to build their Islamic belief with advice based on Islamic creed and morals.
- Ensure that the syllabus is being followed and students are meeting the standards.
- Ensure to meet As-Suffa's Teaching Standards and Guidelines.
- Report to the Head Teacher in regards to any issues and provide feedback.
- Provide student supervision, guidance support and feedback in accordance with As-Suffa's requirements and procedures.
- Undertaking other duties as may be reasonably required from the Head Teacher.
- Conduct professionalism at all times and co-operate with fellow colleagues.
- Motivate and stimulate children's learning abilities.
- Providing a secure environment for children to learn.
- Organising learning material and resources for children.
- Ensuring the health and safety of children is maintained during all activities.
- Supporting the development of children's basic skills in speech, reading and writing.

PERSON SPECIFICATION

	Requirements
Education/Qualification	<ul style="list-style-type: none"> - Good understanding of Tajweed and the core rules - Have basic knowledge of Hanafi fiqh - Must be an Alim or Hafiz - Recite the Qur'an correctly through the proper Makhaarij
Experience	<ul style="list-style-type: none"> - Have sufficient knowledge teaching the of Tajweed - Experience in modern teaching techniques - Native or near native language ability - Experience in teaching children in a classroom style format - Demonstrate basic Islamic knowledge
Competence and Skills	<ul style="list-style-type: none"> - Demonstrate excellent teaching skills - Have a friendly approach - Professionalism, diplomacy, and excellent interpersonal skills - Adaptable and flexible - Ability to work with young people and vulnerable children - Be punctual - Able to speak and communicate in English
	Desirable
Experience	<ul style="list-style-type: none"> - 1 year experience of teaching basic Islamic Knowledge and Arabic language to children - Recently been DBS checked

WAGES

- £7.50 per hour (including holidays)