

# As-Suffa Maktab Head Teacher | Job Description



## INTRODUCTION

The main aim of As-Suffa Maktab is to facilitate in instilling Islamic Knowledge and Tarbiyya (inclusive development) for children of the age group 5-16. 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 an enthusiastic, motivated and reliable Head Teacher to provide high quality teaching, effective use of resources and improve standards of learning and achievement for all students.

## JOB DETAIL

The following is required from the successful applicant:

- Manages staff, in some cases recruiting, selecting, or training staff members
- Communicates expectations to staff members and oversees those efforts
- Sets strategic goals for the maktab, choosing objectives that serve the aims of the maktab as well as those of As-Suffa Institute
- Enforces quality standards for students and staff
- Provides regular review of employee efforts
  
- 10 hours a week, Mon-Fri from 5pm-7pm
- Weekend mornings in the month of Ramadhan

## RESPONSIBILITIES

- Ensure the maktab is running on time and staff are prompt in taking their lessons
- 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 that all members of staff are adhering to the As-Suffa's Teaching Standards and Guidelines.
- Ensure all issues are logged and escalated accordingly
- 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 trustees and management
- 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.
- Building rapport with Parents and providing progress reports
- Organising social events including award ceremonies for students, teachers and parents
- Managing the fees system and ensuring all money received is receipted and handed in to the office as and when received
- Act as the Designated Safeguarding Lead
- Ensure all staff are trained and suitable to work with children
- Organise regular staff training to ensure standards are being met

**PERSON SPECIFICATION**

	<b>Requirements</b>
<b>Education/Qualification</b>	<ul style="list-style-type: none"> <li>- Good understanding of Tajweed and the core rules</li> <li>- Have basic knowledge of Hanafi fiqh</li> <li>- Preferably be an Alim or Hafiz</li> <li>- Recite the Qur'an correctly through the proper Makhaarij</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Have sufficient knowledge of teaching Tajweed</li> <li>- Experience in modern teaching techniques</li> <li>- Native or near native language ability</li> <li>- Experience in teaching children in a classroom style format</li> <li>- Demonstrate basic Islamic knowledge</li> <li>- Leading a project or managing staff</li> <li>- Leadership of a supplementary provision</li> <li>- Proven track record of raising academic standards</li> </ul>
<b>Competence and Skills</b>	<ul style="list-style-type: none"> <li>- Demonstrate excellent teaching skills</li> <li>- Have a friendly approach</li> <li>- Professionalism, diplomacy, and excellent interpersonal skills</li> <li>- Adaptable and flexible</li> <li>- Ability to work with young people and vulnerable children</li> <li>- Be punctual</li> <li>- Ability to communicate with parents, staff and students in English</li> <li>- Ability to implement policies and write reports evaluating the provision for the benefit of the Trustees</li> <li>- Excellent use of ICT</li> <li>- Excellent organisational skills</li> <li>- Knowledge in Safeguarding</li> <li>- Managing and developing a team</li> </ul>
	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience of teaching basic Islamic Knowledge and Arabic language to children</li> <li>- Recently been DBS checked</li> <li>- Experience of being a Head Teacher of a maktab</li> </ul>

Please send your CV to [hr@as-suffa.org](mailto:hr@as-suffa.org) or ring 0121 285 2777 for further information.

Closing date for applications: 21<sup>st</sup> February 2020