

Job Description

Post Title	Quran Teacher for Al-Sunnah School (Male/Female)
Salary	Minimum Wage
Hours	Up to 8 or more hours per week
Reference	ASM Teacher
Reporting To	School Co-ordinator
Accountable For	Teaching Assistant / Volunteer
Principle Contacts	Senior Management Team (SMT)

Job Purpose

- To teach students aged 5-16 the set curriculum of the Al-Sunnah Mosque Evening Madrassah / School

Accountabilities

Teaching

1. Prepare a lesson plan for the delivery of classes.
2. Deliver classes in accordance to the curriculum utilizing a variety of teaching methods.
3. Provide group based teaching and one to one learning support.
4. Test and evaluate progress of student's and report individual progression.
5. Ensuring that equipment / teaching resources are cleaned and stored after use, and that classrooms are left at the end of the day tidy and ready for use at the start of the next school day.
6. Promoting the general progress and wellbeing of individual pupils.
7. Supervising pupils whose teacher is absent.
8. Ensure that school policies relating to, for example, homework, uniform, discipline and so on are adhered to. e.g. Setting homework weekly, making sure that it is handed in on time (and subsequently marked) and checking homework diaries to see that parents have signed them.

Administration:

1. Maintain student records, including attendance registers, progress reports and financial records.
2. Full participation at teachers review meetings to discuss progress and identify issues that require wider discussion.
3. To ensure full participation in one-to-one and supervision meetings and any other meeting that may be deemed to be necessary as required by the post.
4. Organise meetings with parents to discuss individual student progress and support requirements.
5. Report repairs and cleaning issues to the Facilities and Maintenance Team.
6. Participating in arrangements for teacher appraisal.

Other Duties

1. To adhere to all Al-Sunnah School policies and procedures, including Equal Opportunities, Health Safety and Child Protection.
2. To undertake and complete training and personal development programmes/courses that may be deemed necessary by the post.
3. Participating in staff rotas relating to non-teaching supervisory duties.
4. The amount of extra time required beyond the agreed working hours to write reports, prepare lessons, attend staff/management meetings, etc., will not be defined by the employers, but will depend upon the work needed to discharge effectively your professional duties.
5. Any other duties or tasks as deemed appropriate by the line manager.

PERSON SPECIFICATION

POST / DESIGNATION	Teacher (Evening Madrassah / School)
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	Essential / Desirable
Qualifications	
Qualified to 'A' level or equivalent	D
QTS status	D
Evidence of continuous participation in in-service training and further professional development	E
Experience	
Experience of teaching Islamic subjects and teaching the Quran	E
Experience of teaching a national curriculum subject such as English, Maths, Science	D
Knowledge	
Good knowledge of Islamic religious practice	E
Knowledge of effective teaching and learning styles	E
Understanding the importance of self evaluation in planning lessons and raising attainment	E
Knowledge and understanding of effective classroom strategies for engaging pupils with learning	E
Knowledge of pupil management issues, including pastoral care.	E
Good knowledge of Muslim communities and problems and issues faced by this community.	E
Abilities	
Demonstrable ability to work independently on own initiative	E
Excellent communication skills, both written and spoken	E
Good self-management and organisation skills – planning of lessons and time management	E
Can create a safe and purposeful learning environment where all pupils feel secure and valued	E
Ability to maintain high standards of pupil discipline and behaviour	E
A good team player	E
A flexible and adaptable approach to work	E
Well organised and punctual	E
Equal Opportunities and Child Protection	
Understanding of equal opportunities and ensure anti-discriminatory practice	E
Understanding of child protection issues and protocols to provide support to vulnerable people.	E
Other	
Willing to work flexible hours and stay with the students until they are picked up by their parents	E
Ability to teach a community language (e.g. Arabic and /or Urdu)	D