

# Adult Education Qur'an Teacher

## Green Lane Masjid & Community Centre

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**WORKING PATTERN:** Minimum of 3 hours per week

**REPORTS TO:** Head of Education

**SALARY:** Head of Education

**LOCATION:** Green Lane Masjid and Community Centre

### BACKGROUND TO GLMCC:

*Green Lane Masjid and Community Centre is a leading UK mosque situated in the heart of Birmingham serving the community since 1979. Operating from its award-winning grade II listed Victorian building, GLMCC fulfils its mission of inspiring, educating and serving through its educational college, outreach work, welfare services, youth work, international humanitarian wing, as well as its fully functional mosque which is attended by thousands every week.*

### 1. PURPOSE OF THE ROLE:

GLMCC are looking for qualified female Qur'an Teachers who are passionate, hardworking and professional. We are seeking individuals who are able to encourage and inspire the students to love the Qur'an, and who have the personal drive and energy to motivate and inspire students.

### 2. MAIN RESPONSIBILITIES FOR THE ROLE

#### Teaching, Learning and Assessments:

- Plan and teach well-structured lessons to assigned classes, following the GLASS programme of study
- Assess, monitor, record and report on the learning needs, progress and achievements of students, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of students
- Make best use of all resources to support the attainment of students
- Set high classroom standards and expectations which motivate and inspire students
- Demonstrate good subject and curriculum knowledge

#### Training, Development and Appraisal:

- Attend all scheduled staff training sessions
- Maintain updated individual Continuous Professional Development record
- Participate in further training and development, as required, in order to improve own teaching

#### Personal and professional conduct:

- Uphold public trust in the Masjid by maintaining high standards of etiquette and behaviour, within and outside the Masjid premises
- Maintain professional regard for the ethos, policies and procedures of the Masjid and maintain high standards of attendance and punctuality

#### Relationships with others:

- Collaborate and work with colleagues, and other relevant professionals within and beyond the Masjid
- Develop effective professional relationships with colleagues and students, ensuring all communication is consistent with the Masjid's ethos

**Health, Safety and Discipline:**

- Promote safeguarding
- Promote the safety and wellbeing of students

**Other Responsibilities:**

- Notify the Head of Education as early as possible of any absence or lateness, and set appropriate cover work
- Register student attendance, and inform management of consistent absences and lateness
- Plan and participate in Open Days and award ceremonies as directed by the Head of Education

**3. SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)**

	CRITERIA	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS:</b>		
1.	Hafidh Al-Qur'an or a qualification in Tajweed	<b>ESSENTIAL</b>
<b>EXPERIENCE:</b>		
2.	Successful teaching experience of reading and teaching Qur'an with Tajweed skills	<b>ESSENTIAL</b>
<b>SKILLS &amp; ATTRIBUTES:</b>		
3.	Good command and understanding of Qur'an and its sciences and the English language	<b>ESSENTIAL</b>
4.	Ability to produce high-quality teaching materials and share good practice	<b>ESSENTIAL</b>
5.	IT literate and competent in using MS Office packages (Word, Excel, PowerPoint, Outlook)	<b>ESSENTIAL</b>
6.	A strong commitment to improving educational opportunities and belief in the potential of every student	<b>DESIRABLE</b>
7.	Commitment to producing the best outcomes for all students, and promoting the Islamic ethos and values of the Masjid	<b>ESSENTIAL</b>
8.	High expectations of students' attainment and progress	<b>ESSENTIAL</b>
9.	Ability to work under pressure and prioritise effectively	<b>ESSENTIAL</b>
10.	Commitment to maintaining confidentiality at all times	<b>ESSENTIAL</b>
11.	Commitment to safeguarding	<b>ESSENTIAL</b>
12.	Patience and perseverance when teaching the Qur'an	<b>ESSENTIAL</b>
13.	Energy, enthusiasm, flexibility and resilience	<b>ESSENTIAL</b>
14.	An excellent record of attendance and punctuality	<b>ESSENTIAL</b>
15.	Commitment to the aims and objectives of GLMCC	<b>ESSENTIAL</b>

#### 4. BENEFITS

- Enjoy 28 days of annual leave, inclusive of public holidays.
- Additional days off for Eid.
- Discounts on GLM educational courses.
- Free Madrasah places for your children.
- Additional leave for Hajj or exceptional circumstances.
- Continuous professional development tailored to your role.
- Conducive working religious environment.
- Shariah-compliant pension offered.
- Bright Exchange discounts available.
- Volunteering options for employees.
- Relevant training, as applicable to the role.

#### DISCLAIMER:

This job description is only a summary of the typical functions of the job, it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Due to the nature of the role, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description. Other duties, as assigned, might be part of the job. Ultimately, all post holders at Green Lane Masjid and Community Centre are expected to be working to the best of their abilities seeking the pleasure of Allah (SWT).