

# Madrasah Female Hifdh Teacher

## Green Lane Masjid & Community Centre

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**WORKING PATTERN:** part-time, 12.5 hours per week

**REPORTS TO:** Madrasah Headteacher and Pure Hifdh Lead

**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 an experienced female Madrasah Hifdh Teacher who is passionate, hardworking and professional. We are seeking an individual who are able to encourage and inspire the students to love the Quran; who have the personal drive and the energy to motivate and inspire students to complete the hifdh of the Qur'an.

### 2. MAIN RESPONSIBILITIES:

#### Teaching, Learning and Assessments

- Plan and teach well-structured lessons following the Madrasah's programme of study
- Assess, monitor, record and report on the learning needs, progress and achievements of pupils, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of pupils
- Make best use of all resources to support the attainment of students.
- Set high classroom standards and expectations which motivate and inspire pupils
- Manage pupil behaviour in the classroom and ensure health and safety guidelines are adhered to
- Promote good progress and outcomes by pupils
- Demonstrate good subject and curriculum knowledge
- Complete pupil reports according to Madrasah Reporting Guidelines

#### Training, Development and Appraisal

- Attend all scheduled staff training sessions including day, weekend or evening courses
- Maintain updated individual Continuous Professional Development record
- Participate in further training and development, as required, in order to improve own teaching
- Actively engage with the madrasah's monitoring and evaluation cycles in order to evaluate teaching performances
- Participate with performance management of professional practice

#### Personal and professional conduct

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

### Relationships with others

- Collaborate and work with colleagues, and other relevant professionals within and beyond the Madrasah.
- Develop effective professional relationships with colleagues, students, parents/carers, the community and Masjid and ensure all communication is consistent with the Madrasah's ethos.

### Health, Safety and Discipline

- Promote safeguarding
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline in pupils, managing behaviour effectively, to ensure a good and safe learning environment
- Ensure the safety and good conduct among pupils by carrying out an appropriate share of supervision of pupils on their arrival at and departure from Madrasah

### Other Responsibilities

- Notify the Madrasah Coordinator/Hifdh Lead as early as possible of any absence or lateness, and set appropriate cover work
- Register daily pupil attendance, and inform management of consistent pupil absences and lateness
- Carry out any such duties as may be reasonably required
- Plan and participate in Madrasah Parents' Evenings, award ceremonies, and assemblies as directed by the Madrasah Coordinator/ Hifdh Lead

### PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, SKILLS, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
<b>QUALIFICATIONS:</b>		
1	Hafidh Al-Qur'an	<b>ESSENTIAL</b>
2	Tajweed Qualification	<b>DESIRABLE</b>
<b>EXPERIENCE:</b>		
3	Successful teaching experience of reading and teaching Qur'an with Tajweed Skills	<b>ESSENTIAL</b>
<b>SKILLS AND KNOWLEDGE:</b>		
4	Have a good command and understanding of Qur'an and its science and the English language	<b>ESSENTIAL</b>
5	Ability to produce high quality teaching materials and share good practice	<b>DESIRABLE</b>
6	IT literate and competent in using MS Office packages (Word, Excel, PowerPoint, and Outlook)	<b>ESSENTIAL</b>
<b>ATTRIBUTES:</b>		
7	A strong commitment to improving educational opportunities	<b>DESIRABLE</b>
8	Commitment to producing the best outcomes for all pupils, and promoting the Islamic ethos and values of the Madrasah	<b>ESSENTIAL</b>
9	Strong Islamic character and values.	<b>ESSENTIAL</b>

10	Ability to work under pressure and prioritise effectively	<b>ESSENTIAL</b>
11	Commitment to safeguarding and maintaining confidentiality at all times	<b>ESSENTIAL</b>
12	Energy, enthusiasm, flexibility and resilience	<b>ESSENTIAL</b>
13	An excellent record of attendance and punctuality	<b>ESSENTIAL</b>
14	Commitment to the aims and objectives of GLMCC	<b>ESSENTIAL</b>
15	Patience and perseverance when teaching the Qur'an to children	<b>ESSENTIAL</b>

#### **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).

**To apply, please email your CV and a covering letter to [HR@greenlanemasjid.org](mailto:HR@greenlanemasjid.org)**