

Madrasah Qur'an Teacher

Green Lane Masjid & Community Centre

WORKING PATTERN: part-time, 10 hours per week

REPORTS TO: Madrasah Headteacher and Deputy Headteacher

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:

Green Lane Masjid is looking for Madrasah 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 Quran; who have the personal drive and the energy to motivate and inspire students.

2. MAIN RESPONSIBILITIES:

Teaching, Learning and Assessments

- Plan and teach well-structured lessons to assigned classes, 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

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:

- Notify the Headteacher/Deputy Headteacher 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 by the Headteacher
- Plan and participate in Madrasah Parents' Evenings, award ceremonies, and assemblies as directed by the Headteacher/ Deputy Headteacher

PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS:		
1.	Hafidh Al-Qur'an or a qualification in Tajweed	DESIRABLE
EXPERIENCE:		
2.	Successful teaching experience of reading and teaching Qur'an with Tajweed Skills	ESSENTIAL
3.	Proven experience in an Islamic educational institution	ESSENTIAL
ATTRIBUTES:		
4.	A strong commitment to improving educational opportunities	ESSENTIAL
5.	Have a good command and understanding of Qur'an and its science and the English language	ESSENTIAL
6.	Commitment to producing the best outcomes for all pupils, and promoting the Islamic ethos and values of the Madrasah	ESSENTIAL
7.	Strong Islamic character and values.	ESSENTIAL
8.	Ability to work under pressure and prioritise effectively	ESSENTIAL
9.	Energy, enthusiasm, flexibility and resilience	ESSENTIAL
10.	An excellent record of attendance and punctuality	ESSENTIAL
11.	Ability to produce high quality teaching materials and share good practice	ESSENTIAL
12.	IT literate and competent in using MS Office packages (Word, Excel, PowerPoint, and Outlook)	ESSENTIAL

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