



Maktab Teacher

Job Description

INTRODUCTION

The main aim of the Maktab is to facilitate in instilling Islamic Knowledge and Tarbiyya (inclusive development) for children. The objective is to teach children in order to ensure that their understanding and development of Islamic Knowledge is not hindered. Our Maktab is looking for an enthusiastic, motivated, and reliable teacher to teach children aged between 6 and 16.

JOB DETAILS

The following is required from the successful applicant:

- To teach children the recitation of The Holy Qur'an.
- Teach the rules of Tajweed.
- Teach children basic Islamic teachings from the syllabus.
- Teach 7 and a half hours a week, Monday to Friday from 4:30pm-6pm. It can potentially increase to 15 hours a week if the teacher takes on two shifts (4:30pm-7:30pm).

RESPONSIBILITIES

- Teaching the syllabus provided by the Management.
- 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 to meet the Teaching Standards and Guidelines.
- Report to the Head Teacher in regards to any issues and provide feedback.
- Provide student supervision, guidance support and feedback in accordance with the Maktab's requirements and procedures.



- **(Responsibilities continued...)**

- Undertaking other duties as may be reasonably required from the Head Teacher.
- 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.

CANDIDATE SPECIFICATION

Requirements	
Education/Qualification	<ul style="list-style-type: none">- Preferably be an Alim/Alima or Hafiz.- Good understanding of Tajweed and the core rules.- Have basic knowledge of Hanafi fiqh- Recite the Qur'an correctly through the proper Makhaarij.
Experience	<ul style="list-style-type: none">- Have some experience in dealing with students aged 6 to 16.- Have sufficient knowledge to hold discussions on contemporary issues and the Islamic stance on such issues.- Have sufficient knowledge of teaching Tajweed.- Experience in modern teaching techniques.- Native or near native language ability.- Experience in teaching children in a classroom style format.- Demonstrate basic Islamic knowledge.



Competence and Skills	<ul style="list-style-type: none">- Demonstrate excellent teaching skills.- Have a friendly approach.- Professionalism, diplomacy, and excellent interpersonal skills.- Adaptable and flexible.- Ability to work with young people and vulnerable children.- Be punctual- Able to speak and communicate in English fluently
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Desirable	
Experience	<ul style="list-style-type: none">- 1 year experience of teaching basic Islamic Knowledge and Arabic language to children- Recently been DBS checked

Interested ? Or have any questions?

Contact us on the following email:

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