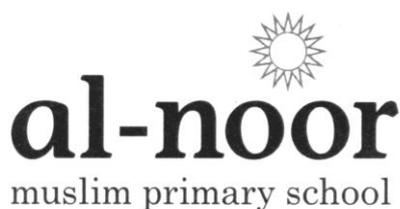


# ISLAMIC TEACHER JOB DESCRIPTION



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Teachers must carry out their professional duties under the reasonable direction of the head teacher.

The Islamic studies teacher will be responsible for teaching the following subjects to the classes you assigned:

1. Islamic Studies, which covers the following elements:

- Tawheed (Unity of Allah)
- Basic Beliefs of Islam
- Morals and Ethics
- History (The Seerah and the lives of notable personalities from Islamic History e.g., Allah's Prophets and the companions of the Prophet Muhammad, *salAllahu 'alayhi wa sallam*)
- Essential Practices (Fiqh of 'ibaadah)

2. Qur'aanic Studies, which covers the following elements:

- Qur'aanic recitation and tajweed (rules of its recitation)
- Hifdh (Memorization)
- Understanding its meanings (through a basic approach to the tafseer of the verses studied, making it relevant for their lives today and in the future)

3. Arabic, which aims to help pupils attain proficiency in the following elements:

- listening, speaking and understanding
- reading
- writing

As an Islamic Teacher you must:

- Cultivate and promote love for Islam and Islamic values within pupils;
- Be cognizant of the school's policies, aims, objectives and organisational procedures in such a way as to contribute positively, sensitively and harmoniously to their achievement;
- Take responsibility for the progress of a class of primary age pupils in the subjects assigned;
- Teach, according to their educational needs, the pupils assigned to them, including the setting and marking of work to be carried out by the pupil at school or elsewhere;
- Undertake activities as may be necessary to carry out an assessment of pupil progress and levels of achievement, including the administration and supervision of examinations as may be necessary;
- Provide reports on pupils and make relevant records and reports on the academic, personal and social needs and progress of the pupil;
- Promote the well-being and progress of each pupil;
- Plan, prepare and deliver schemes of work and lessons, that cater for the needs of the whole ability range within their class;
- Advise and co-operate with other teachers on the preparation, development, review and evaluation of schemes of work, teaching programmes, materials, methods of teaching and assessment and pastoral arrangements;
- Participate in team and staff meetings;
- Take part in cover arrangements;
- Take part in managing other staff;
- Attend and deliver assemblies;
- Supervise pupils at periods before, during and after school as assigned on the appropriate rotas;
- Review from time to time their methods of teaching and programmes of work and participate in arrangements for further training and professional development as a teacher, staying up to date with changes and developments in Islamic curricula published by other schools or organisations or as necessitated by circumstances or as requested by the headteacher;
- Consult with parents and be available for consultation by parents;
- Order competitively priced learning resources for the teaching-learning needs of their class, according to the school's procedural policy;
- Ensure the attendance register is taken each session and kept up-to-date with pupil details and statistical calculations whenever the roll-call falls into your it is your responsibility to do so;
- Assist and advise class teachers in organising the classroom and learning resources to create an Islamic, positive learning environment;
- motivate pupils with enthusiastic, imaginative presentations;
- maintain discipline according to the behaviour management policy of Al-Noor School;
- regularly mark pupil work according to the school's marking policy, to facilitate positive pupil development and academic progress;
- provide feedback to parents on a pupil's progress at parents' evenings and other (often less formal) meetings;
- support colleagues in the Islamisation of lessons;
- Work with parents and the wider school community to maximise their involvement in the school and the development of its resources, learning opportunities and curriculum.
- Support the wider school curriculum and objectives by supporting non-curricular events out of school hours and after-school clubs whenever possible.
- Perform any other duty allocated by the headteacher from time to time.