

Additional Job Description for a Secondary School Quran Teacher

This job description is an addition to the main classroom teacher job description

Position Title: Quran Teacher

Employment Type: Full-Time / Part-Time

Reporting To: Head of Quran department

Role Overview:

The Quran Teacher is responsible for delivering high-quality instruction of Quranic studies to secondary school students, fostering a deep understanding of the Quran, Tajweed (rules of recitation), Telawah (Quran recitation), Hifz (memorization) and Islamic values. The teacher will create an engaging and supportive learning environment that promotes students' spiritual growth and aligns with the school's educational objectives.

Key Responsibilities:

1. Teaching and Instruction

- Plan, prepare, and deliver well-structured lessons on Quran recitation, Tajweed, memorisation, and Tafseer (interpretation).
- Teach Tajweed rules to ensure accurate Quranic recitation.
- Tailor teaching methods to accommodate students' varying levels of proficiency.
- Develop lesson plans that incorporate Islamic ethics and values alongside Quranic teachings.
- Assign, evaluate, and provide feedback on students' Quranic recitation and memorization progress.

2. Classroom Management

- Create a respectful, disciplined, and inclusive classroom environment.
- Use engaging teaching methods to maintain students' interest and participation.
- Address individual students' learning needs and provide additional support as required.

3. Curriculum Development

- Collaborate with the Islamic Studies Department to align Quranic teaching with the overall curriculum.
- Ensure lessons meet the academic and spiritual development goals of the school.
- Incorporate modern teaching tools, such as audio-visual aids, to enhance learning experiences.

4. Student Support

- Monitor and report on student progress to parents and school leadership.

- Provide guidance and mentorship to help students internalize Islamic teachings in their daily lives.
- Organise and participate in Quran-related school activities, such as competitions or events.

5. Professional Development

- Stay updated with contemporary teaching techniques and advancements in Quranic studies.
- Participate in training programs, workshops, and school events.

Qualifications and Skills:

Essential:

- Proficiency in Quran recitation with a strong command of Tajweed rules.
- Prior teaching experience, preferably in a secondary school age.
- Fluency in spoken and written English language.
- Strong understanding of Islamic principles and values.
- Effective communication and interpersonal skills.
- Good IT skills to ensure effective communication within the department and across the school.
- Ability to work as a member of a team.

Desirable:

- Certification in Quranic studies or Tajweed (e.g., Ijazah).
- Experience with integrating modern educational tools in Quranic teaching.
- Familiarity with diverse cultural contexts within Islamic education.

Personal Attributes:

- Passionate about teaching and inspiring students in Islamic studies.
- Demonstrates patience, empathy, and adaptability.
- Exhibits strong organisational and time-management skills.
- Models exemplary Islamic behaviour and character.

Additional Requirements:

- Candidates may be required to undergo a background check and provide references.
- Availability to support extracurricular Islamic activities and events.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests from the Executive Head Teacher / Head Teacher to undertake reasonable work of a similar level that is not specified in their job description.