

Multiple Vacancies: Quraan Hifz teacher (January 2027)

Open to male & female applicants at Aston branch
(All classes are gender segregated)

Post title	Weekend Hifz class teacher, Al Rawdah Islamic Supplementary Schools
Location	Masjid Al Falaah – Aston
Job Type	Permanent – subject to successful 4 week probation period
Contract Length	1 Year renewable
Start	January 2027
Salary	Starting £12.71 p/h
Hours	Upto 6 hours per week – 3hrs Saturday & 3hrs Sunday, both days compulsory
Post Reference	Hifz: 8yrs+ 2027

Key Relationships

Reporting to	Headteacher of Islamic school/Head of branch
Accountable for	Classroom Teacher
Key contacts	Management department/Extra-Curricular team

How to apply?

Submit application online at: al-rawdah.org.uk/teacher-application/

Job Purpose

To teach Hifz (memorisation) of Holy Quraan and Tajweed to students of ages 8yrs + during weekends

To offer support in all Al Rawdah teaching needs in order to fulfil syllabus and teaching objectives

Support in offering best practices which will enhance the Islamic school's vision in becoming the most initiative and advance centre of learning for minors and adults

Accountabilities

Teaching

1. Preparing lesson plans in advance for the delivery of classes
2. Deliver classes in accordance to the curriculum utilising a variety of teaching methods
3. Provide group-based teaching and 1-2-1 learning support when required
4. Test and evaluate progress of students and report individual progression

5. Ensuring that equipment and teaching resources are cleaned and stored after use, and that classrooms are left at the end of the day tidy and ready for use at the start of the next school day.
6. Promoting the general progress and wellbeing of individual pupils.
7. Supervising pupils whose teacher is absent.
8. Ensuring that school policies relating to, for example, homework, uniform, discipline and so on are adhered to. e.g. Setting homework, making sure that it is handed in on time (and subsequently marked) and checking homework diaries to see that parents have signed them.

Administration

1. Maintain student records, including attendance registers, progress reports and financial records.
2. Full participation at teachers review meetings to discuss progress and identify issues that require wider discussion.
3. To ensure full participation in one-to-one and supervision meetings and any other meeting that may be deemed to be necessary as required by the post.
4. Organise meetings with parents to discuss individual student progress and support requirements
5. Report repairs and cleaning issues to the Facilities and maintenance team
6. Participating in arrangements for teacher appraisal.

Other Duties

1. To take minutes of meetings including staff meetings where required.
2. To adhere to all Al Rawdah policies and procedures, including Equal Opportunities, Health Safety and Child Protection.
3. To undertake and complete training and personal development programmes/courses that may be deemed necessary by the post.
4. To contribute towards journals and educational publications based on rota system.
5. Participating in staff rotas relating to non-teaching supervisory duties.
6. Taking in account the amount of extra time required beyond the agreed working hours to write reports, prepare lessons, attend staff/management meetings, etc., will not be defined by the employers, but will depend upon the work needed to discharge effectively your professional duties.
7. Any other duties or tasks as deemed appropriate by the headteacher or branch head.
8. To take part in life skills programmes when required.
9. Acceptance of offering voluntary time as goodwill during events.
10. Demonstrate Islamic values at all times, during and out of madrasah hours.



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Specification	E = Essential D = Desirable
Qualifications	
Qualification and proof of completing Hifz of the Holy Quraan	E
QTS/PGCE qualification	D
Experience	
Experience of teaching the Quran and Hifz	E
Experience of teaching a national curriculum subject such as English, Maths, Science, Religious Studies/Education, History ...	D
Knowledge – Below requirements are applicable to all applicants unless stated otherwise	
Firm and sound knowledge in recitation of the Quraan	E
Ability to recite the Quraan at a high standard with Tajweed	E
Understanding the importance of self-evaluation in planning lessons and raising attainment	E
Knowledge and understanding of effective classroom strategies for engaging pupils with learning	E
Knowledge of pupil management issues, including pastoral care.	E
Good knowledge of Muslim communities including challenges and issues faced by the community.	E
Abilities	
Demonstrable ability to work independently on own initiative	E
Excellent communication skills, both written and spoken	E
Demonstrate patience in teaching and general school interactions	
Good self-management and organisation skills – planning of lessons and time management	E
Able to create a safe and purposeful learning environment where all pupils feel secure and valued	E
Ability to maintain high standards of pupil discipline and behaviour	E
A good team player	E
A flexible and adaptable approach to work	E
Well organised and punctual	E
Equal Opportunities	
Understanding of equal opportunities and ensure anti-discriminatory practice	E
Understanding of child protection issues and protocols to provide support to vulnerable people.	E

Other	
Willing to work flexible hours and stay with the students until they are picked up by their parents	E
Demonstrate Islamic values during and out of madrasah hours	E
DBS cleared to work with young children and adults	E