

Maktab Teacher Job Description

Key Responsibilities

Planning

The Maktab teacher is responsible for planning and implementing the Safar syllabus. This will include but not limited to:

1. Preparing written weekly lesson plans which will take into consideration the subjects that will be delivered, activities, break time and meeting individual needs of students.
2. Having lesson plans and supplies readily available in the event a substitute teacher is needed.
3. Arranging and setting up the classroom for students
4. Maintaining the Islamic ethos and values within the classroom environment

Communication

This will include but not limited to:

1. Attending staff meetings and updating the team on teaching and learning of students.
2. Communicating with parents on issues relating to class and students.
3. Working alongside staff and parents to ensure the individual needs of students are met.
4. Notifying the office as soon as possible when a substitute teacher is needed and if possible, arrange for your own substitute.
5. Maintaining Parent and child confidentiality
6. Informing Senior staff of challenging students (behaviour or academic progress) so that parents and staff can work together in helping the students improve and progress.

Administration

This may include but not limited to:

- 1) Keeping track of student progress.
- 2) Completing student reports for parents evening.

Professional & Academic Development

The Maktab teacher should take responsibility of developing himself/herself professionally and academically. This may include but not limited to:

1. Attending staff training
2. Continuing higher academic studies on the Islamic Sciences (Aalimiyyah), or attending relevant modular courses offered by institutes such as Ebrahim College.
3. Developing precision and clarity in the recitation of the Quran and be willing to recite to senior staff (or to a private teacher) to further improve.
4. Continue with memorisation of the Quran, or if hifz has already been achieved, then to regularly revise; to obtain an ijazah certification in recitation & tajweed.
5. Continue to acquire more knowledge as the class progresses. (For example, memorising and learning the benefits of a supplication which students may advance onto)