



## **JOB DESCRIPTION**

**JOB TITLE:** Lead Teacher: Etiquettes and Ethics

**Hours: Saturday (Term time) 08:15 to 12:30**

**Responsible to: Principle**

**Accountable to: MCEC School committee**

**Principle**

**Teachers**

**Parents/ Guardians**

**Students**

**Remuneration: Standard MCEC Pay**

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### **Main purpose of this job:**

- 1) To create a positive, safe and secure learning environment for students
- 2) To carry out professional duties and to have responsibility for an assigned class
- 3) To promote the school's objectives and ethos in a professional and positive manner

The post holder will be an excellent communicator with a passion and drive for education. He/She must work effectively with teachers and support staff to raise the standards of attainment and achievement across the whole area and able to monitor progress and excellence. Moreover, identifying and highlighting any concerns and efficiently providing a successful outcome for the betterment of MCEC Saturday School and the students

### **Knowledge and Qualification:**

- Recognized and relevant qualification in Arabic, Qur'an and Islamic Studies
- The ability to recite the Qur'an with excellent Tajweed
- Good knowledge of teaching Qur'an and Islamic Studies
- Knowledge of the Islamic faith including but not limited to Tawheed, Pillars of Islam, Articles of faith, Seerah, Fiqh and basic morals and ethics
- Experience of teaching a broad, fresh and vibrant curriculum
- Understanding the importance of being a British Muslim
- Experience of delivering a curriculum which is based on both Islamic and Practical principles
- Relevant qualification and experience to teach the stated age group
- Ability to communicate and interact with children effectively in the English language
- Experience of working with children in a similar environment, particularly experience of teaching children
- Knowledge and understanding of how children learn and how to support children's learning



### **Leadership and Management:**

- To contribute to the school's standard of raising achievement and excellence
- Assist in the assessment of students needs
- Assist with the implementation, monitoring and review of students' progress
- Track students' progress and set targets for raising achievement for students with SEN
- Ensure all records and documents are up to date and accurate and are kept safely for all students
- To take every step necessary to ensure all students are treated equally and fairly with respect and dignity
- Safeguarding students from neglect, abuse and exploitation

### **Teaching and Learning:**

- To identify and adopt effective teaching strategies
- Able to identify students with a learning difficulty
- Monitor teaching and learning activities to meet the needs of students
- Prepare lessons and activities in accordance to the curriculum timetable
- To maintain records and carry out assessments
- To be responsible for reporting progress to teachers, parents and guardians
- To be able to use resources to deliver an engaging lesson
- To be innovative, creative and imaginative
- Providing an educational pathway with a clear understanding of aims, objectives and targets
- To maintain curriculum development
- To provide resources when and if necessary

### **Assessment and Recording:**

- Set targets for raising achievement amongst student
- Collect and interpret data from assessments and share with the school principle and respected teachers
- Work alongside teachers to identify appropriate support for students
- Work alongside MCEC School committee, principle and relevant teachers to develop appropriate schemes of work
- To liaise with parents and guardians of students when necessary

### **Safeguarding:**

- To understand and apply school policies in relation to health, safety and child protection
- Every staff has a responsibility for the safeguarding and promotion of well-being of all students.
- Ensure that all duties and services provided are in accordance with School's Equal Opportunities Policy
- Follow all procedures and actions when necessary



**Additional Tasks:**

- Support the aims and ethos of the school, including the promotion of excellent Islamic conduct and behavior
- To follow the actions of our beloved Prophet Muhammad (PBUH )to the best of your ability
- Set a good example in terms of dress, punctuality and attendance
- Communicate with the Principle, Head of Department and teachers on a weekly basis
- Attend and participate in open days as necessary
- Uphold the school's behavior code and uniform regulations
- Participate in staff training
- Attend training days, team and staff meetings
- Prepare assemblies
- Able to prepare cover work for absent staff if necessary