

DARUL UMMAH SATURDAY SCHOOL

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December 2011

Re: Appointment of Female Teacher at Darul Ummah Saturday School

Thank you for your recent enquiry in connection with the above position. Please find enclosed the following information:

- Copy of Advertisement
- Job Description and Person Specification
- Staff Application Form

The closing date for application is **Saturday, 31st December 2011**; interviews and assessments will take place on Wednesday, 4th January 2012 inshaAllah.

We look forward to receiving your application.

Wassalam

Md Farook Hossain

Headteacher



Female Teacher Required

A successful applicant must:

- Have good knowledge and understanding of recitation of the Qur'an
- Be a practicing Muslimah with sound understanding of Islam
- Have the ability to communicate with children using English Language
- Have teaching experience with children of 6-14 years
- Have the right to work in the UK
- Provide the details of one professional referee
- Provide a current police check / CRB

Contract: 1 year fixed term

Starting salary: £45 per week

Contract hours: 9.45am–2.15pm (Saturdays)

Closing date for applications: **Saturday, 31st December 2011.**

Assessment and interviews: **Wednesday, 4th January 2012 at 4.30pm**

For further details of the post, please visit www.darulummah.org.uk to download an application pack or send us an email to duss56@gmail.com.

DARUL UMMAH SATURDAY SCHOOL



Job Description and Person Specification

Designation:	Female Teacher
Line Manager:	Headteacher
Contract:	1 year fixed term
Starting salary:	£45 per week

MAIN RESPONSIBILITIES:

- To teach children from a structured syllabus and to ensure a high standard of teaching and learning. Subjects include Qur'an & Tajweed, Islamic Studies, and Memorisation of Surahs and Du'as.
- To provide a secure, safe and inspiring learning environment which promotes and fosters self-discipline, good manners, respect and consideration for each other; and respect for the rights of all children and adults.
- To give children opportunities and the time and space to share their views and ideas
- Work with parents as active partners, and provide parents with verbal and written reports of their children's achievement and progress.
- Manage children's learning and behaviour based on school's policy and procedures.
- To keep a record of student attendance and to supervise break and lunch hours.
- To participate in regular staff trainings and meetings.

PERSON SPECIFICATION:

- A good knowledge and understanding of recitation of the Qur'an.
- Knowledge of Islam and a desire to develop the next generation of Muslims.
- Ability to communicate and interact with children using the English language.
- Experience of working with children between the ages 6–14 years.
- Able to work on Saturdays from 9.45am-2.15pm (term time only).
- Able to work as part of a team as well as individually.
- Has a good record of attendance and punctuality.
- Applicants must be over 18 years old.