



JAMMIAALQURAN TEACHERS CONTRACT.

Please read this contract carefully.

Any breach of this contract will result in the dismissal of the teacher with immediate affect.

Attendance.

teachers must be online at the time of the lessons no delays are accepted.

Absence

if you find that you are unable to teach a class for any reason we kindly request that you let us and the student know 24 hours in advanced unless there is a sudden illness or a death in the family.

Behaviour.

at jammiaalquran we aim to be an institute of excellence therefore we expect all of our teachers to preserve our reputation by doing some of the following.

- 1 Be extremely passionate about your subject.
- 2 Be extremely hard working.
- 3 Be enthusiastic.
- 4 Be extremely patient loving and gentle towards students as correcting old habits can take time.
- 5 Respond quickly to both students and management.
- 6 Deliver classes of the highest quality.
- 7 Create an enjoyable and stimulating atmosphere.

Trial lesson.

The trial lesson is extremely important as it gives both the student and the teacher the opportunity to know one another.

Before the trial class.

- 1 Once you get notified for a trial please make sure that you respond at once delays in late responses causes us problems.
- 2 Read the email properly and follow all the instructions.
- 3 Before starting your trial class prepare thoroughly. Make sure to be online 10 minutes before the trial time.
- 4 Make yourself presentable by looking neat organised and dressing accordingly

Please do the following in the trial.

Determine the level of the student and see if it is the same that was written to you in the email.

If it is not the same please email the accurate level to the admin.

Deliver a complete class to the student and correct any mistakes that the student is making.

Discuss the students main goals.

In the class.

- 1 Technical issues.
Ensure the student can see and hear you properly.
- 2 Start by introducing yourself briefly keep on the smile it is the first impression the students gets when they meet you.
- 3 Ask open ended questions trying to figure out the students level.
Example tell me about your journey in learning Quran what is your goal what have you learned before etc etc.
- 4 Put in your consideration what the student has mentioned before if the student has mentioned that they can recite Quran or have memorised test them from a surah they are not familiar with.
If they are still a beginner and make basic mistakes please start from the beginners level.
- 5 Now you are ready to deliver a class.
Read and practice with the student correct then if they make any mistakes explain the rules ensure it is a real class
Stay organised you have to make every minute count you are limited to 30 minutes or what ever is written in the trial email.
- 6 Keep the class engaging.
Keep the class challenging fun and engaging the purpose is to get students excited to learn and take more classes.
- 7 Give the student homework and ask them to practise until the next class.
- 8 Discuss with the student or parent the progress level what your plan is and what course they will enrol in.
- 9 Ask the student if they have any more questions.

After the class

Send a detailed feedback about the trial to to the institute management and please make sure you mention the students level,;

If the student or parent has made any arrangements with you regarding classes or timings please mention this in the email as well.

Holidays.

The institute is closed on both Eids therefore there are no classes on those days.

If the teacher has any outstanding classes with any students that have been missed because of this we kindly request you reschedule these classes with the students.

Salary.

The number of working hours has been decided when any teacher joins the institute if they would like to increase the number of days and hours they would like to work we kindly request they let us know.

The salary is payed according to the number of hours that have been taught.

For example if the teacher has chosen to teach for 8 hours a day but has only used 4 hours only those for hours will be paid for.

The teacher will receive the salary via banktransfer or PayPal lat the end of each month.

Privacy.

At Jammiaalquran we keep students and teachers personal information private.

Teachers are forbidden from asking students for there personal information such as phone number or email address.

We also request teachers to not teach the students outside the institute or invite them for any private lessons.

Benefits.

At Jammiaalquran we value each and every member of staff that teaches at the institute.

We all know that teaching should be done only for the sake of Allah however we also recognise the dedication and effort it takes to teach students.

At Jammiaalquran we believe that teachers that work above and beyond ensuring that the reputation of our institute is upheld deserve to be properly rewarded.

Therefore we have created a bonus system.

Selected teachers will receive annual bonuses on the last month of the year.

Selected teachers will be notified about this and it will be applied to there salary as a once off payment.

Leaving the institute.

If a teacher decides to leave the institute for any reason we kindly request they let us know 1 month in advance.

We also kindly request them not to keep in touch with students once they have left.