

# TEACHER'S GUIDELINES FOR ONSITE AND ONLINE



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# Intention

**01**

Only for the pleasure of Allah

**02**

Greatest honour, worldly and religiously is for the person who teaches and learns the Quran.

**03**

The ongoing reward.

**04**

If there are worldly motives, then what could be greater than the prestige, honour, loyalty of students and respect that is achieved through teaching the Holy Quran.

**05**

The want of having success in both worlds.

**06**

If one child could be a hafiz or Alim through the teacher then he/she will have great honour and status in both this world and the hereafter.

**07**

**Each student will become future leaders and guiding stars.**

**08**

**Teacher should have a great passion, concern and enthusiasm to educate the future generation and leave behind a legacy.**

**09**

**Teachers should aim to mould the students to such figures that they themselves couldn't achieve.**

## **Intention**

# Concept of a Teacher

01

Just like in English, there are also different words describing different aspects and concepts of a teacher in Arabic

02

Teacher is like a father/ mother and vice versa.  
Prophet (saw) said “ I am like a father for you, I teach you”  
(abu Dawud)

03

Ustaadh is originally a Persian word meaning one with authority and majesty like duktur is english –  
allamah Giyas Uddin (ra)

04

The difference between Muallim and mudarris

05

Teacher a murabbi/ nurturer. Allah says “ instead become rabbaniyyeen because you are teaching the book (3/79)

# Punctuality and Time Keeping



It is very important because this is the first form of commitment.



Students and parents judge teachers commitments through punctuality, as this is apparent and easy to comprehend. Where as teaching quality etc, parents cannot judge easily.



If the teachers don't come on time then students will also deliberately come late.



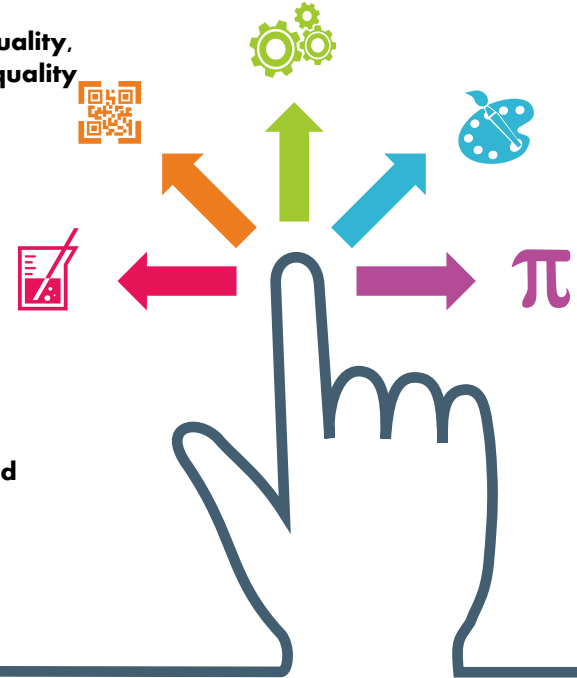
If the teachers are late the class will be in disorder and chaos



If the teachers come late, students will come late then it keeps the class behind, and student doesn't get that time to learn in class..



The time keeping and the schedule in the class must be maintained strictly.



# Student -Teacher Relation



The teachers should firstly love and respect the students. If this is not demonstrated by the teachers, then they wouldn't also love and value the teacher.



The student should never ever feel that the teacher is bias against him/her. The most they should feel is that the teacher is not happy with their certain behaviour. If the teacher had maintained a good relation then this itself would be a great means of discipline



They should think that their teachers are the best and the most intelligent.

The teacher should value each student, because without students a teacher cannot achieve the honour of being a teacher.



The students should trust the teachers believe the teachers always want the best of the students.





The teachers shouldn't shame and disgrace the students, so that they start hating them.



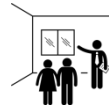
At times the teachers should joke with the students to prevent them from thinking the teacher is boring and to stimulate them.



Outside the class or at break times etc the teacher should be open and friendly so the students see the friendly and easygoing side of the teacher.



The teachers should not criticize any of the student's family members in a way that will offend them.



Just like parents when they discipline the children they show love and affection in other ways, thus the children strongly believe that the disciplining is only for their good.

## Student -teacher Relation



Some students feel honoured and privileged to do some basic services for the teachers or Madrasah and some don't. The teacher should only use those who do feel privileged. That gives them a little break, helps them become responsible, helpful and builds a teacher-student relation.



If a student pleads to the teacher about head ach etc then the teacher should show sympathy and consideration, unless there are sufficient reasons to doubt.

## Student -Teacher's Relation



# Teachers as Role Models

01

Young children are very sensitive they look at their parents and teachers actions more than they listen to their words.

02

The action of the teachers and parents influence a child more than words do.

03

Many times it is difficult for children to remember and comprehend a certain quality, but if it is demonstrated by the parent or teacher then they will pick it up.

04

After parents the most influential person in a child's life are teachers.

05

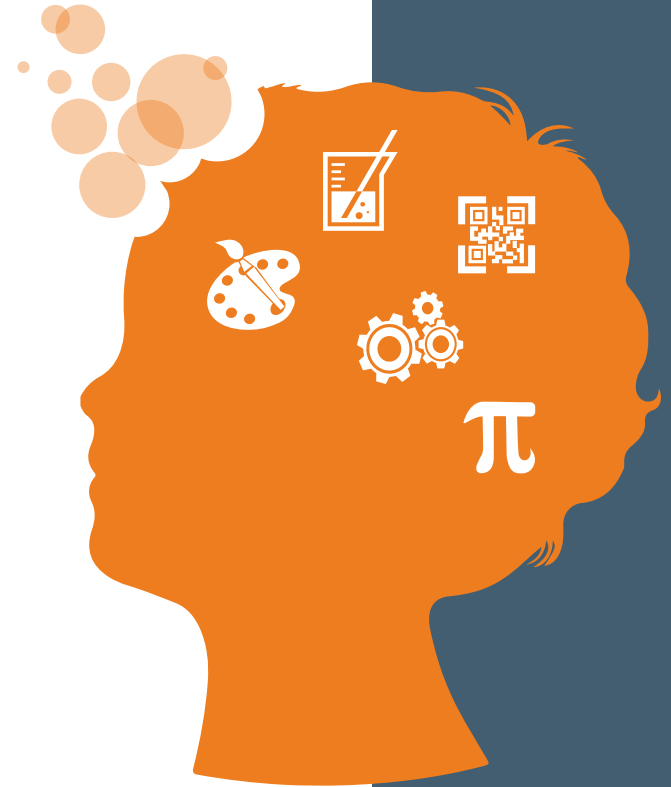
If the teachers don't practice what they teach then the students hold that against the teacher and lose their respect

06

The teachers should at least maintain a high level of morality in front of the children. They should demonstrate kindness, generosity, honesty, promise keeping, respect, humbleness, self respect and dignity, equality, justice, content, appreciation, patience, simplicity and good character.

07

They must not show any bad qualities in front of the children, like swearing, using inappropriate languages, behavior of ignorant people, pride, arrogance and extravagance.



# Different Teaching Models

**01** Class room setting onsite

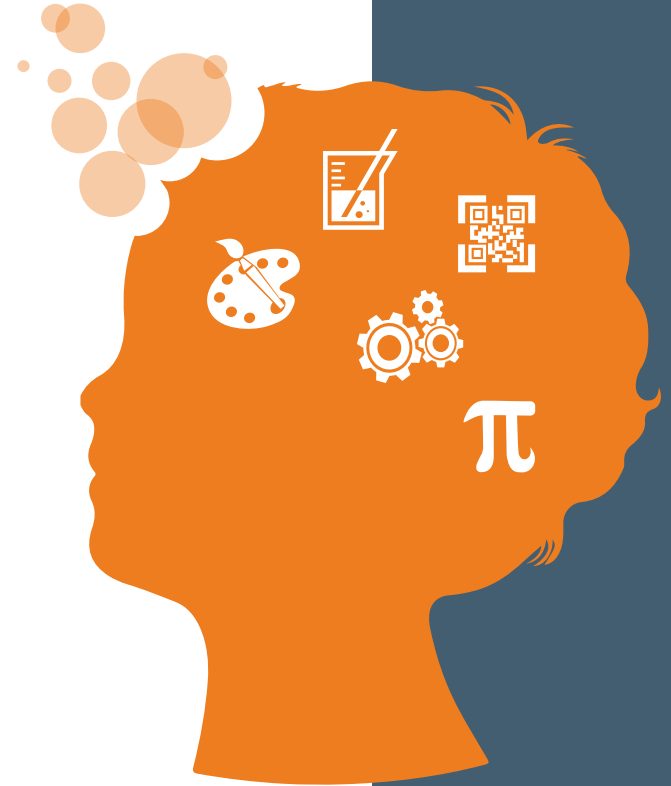
**02** One to one onsite

**03** Conference/ Seminar setting

**04** Online one to one

**05** Online webinar

**06** Online class room setting



# Advantages of online & onsite



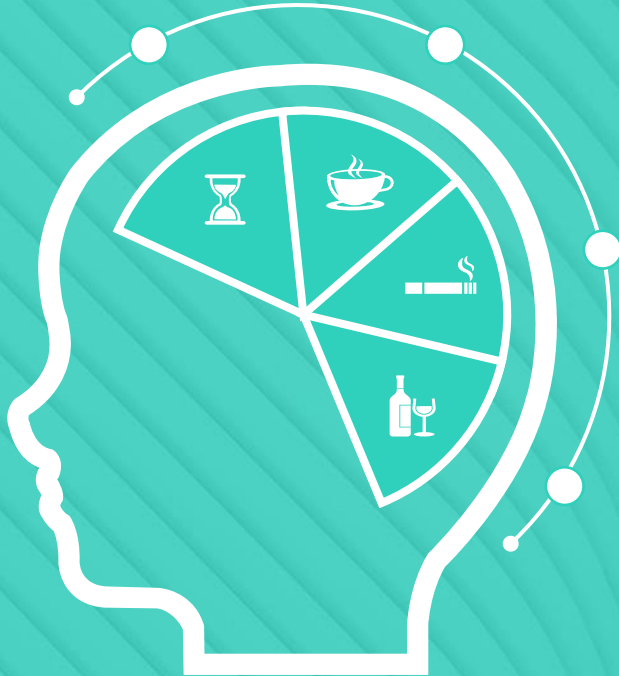
## Online

- Better punctuality and commitment
- Easier class control – just mute/ remove
- Better monitoring
- Easier record keeping
- Easier to give extra time and support

## Onsite

- More interaction with people
- Easier engagement
- Easier to assist
- Better communication with parents
- More options for activities and class work

# Online class Features



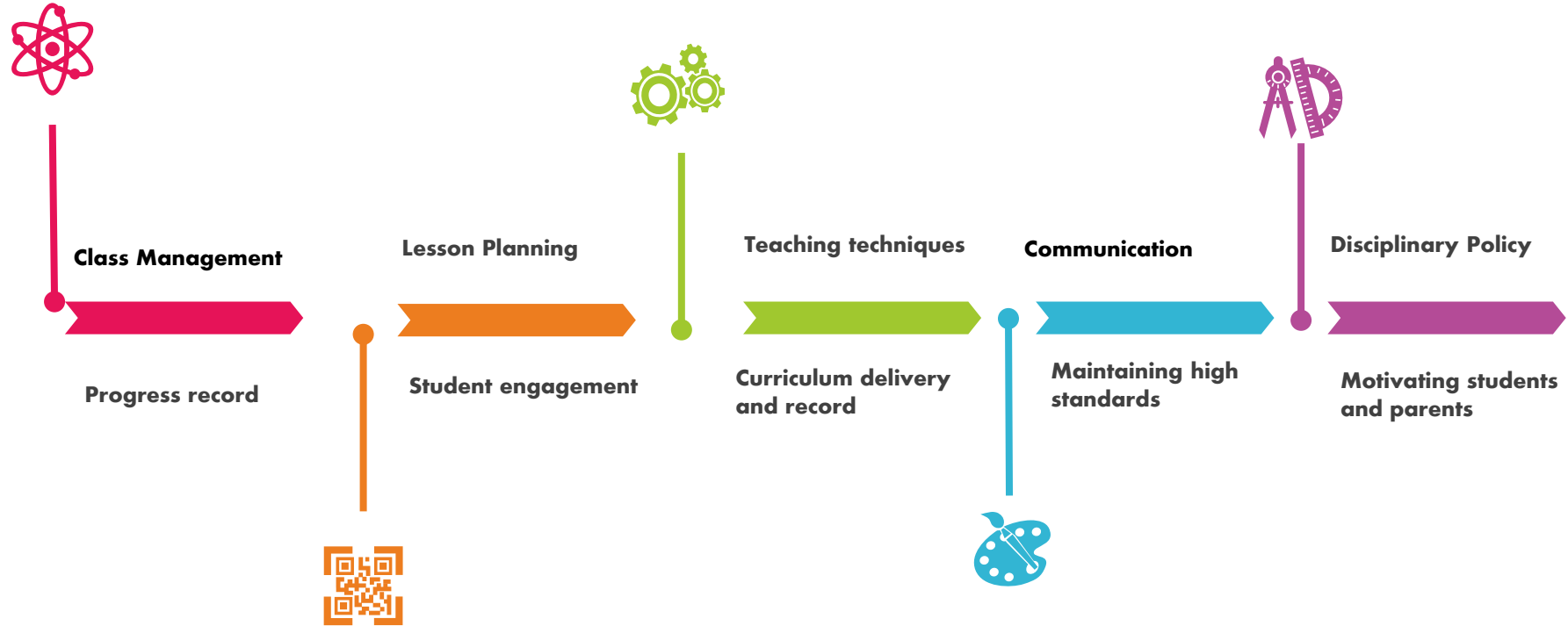
- Zoom v skype
- Security settings; waiting room, allowing before host
- Muting/nnmuting; the most important online tool
- Claiming host
- Message setting; it's usages and pros and cons
- Screen sharing
- Using virtual hands
- Must ensure when testing students you make them sit i

# Online class Management



- Keeping Camera on
- Sitting positions; being clearly visible and facing camera
- Not allowing to unmute without permission
- Back ground noise and distraction
- Putting in to waiting room
- Regularly checking on participants
- Communicating with Parents

# Important aspects of Teaching



# General Class Managements

1

Study environment  
Most importantly the teacher must always make sure that the class is in a peaceful and studying environment.

2

Dealing with distractions  
The teacher must not tolerate any form of distraction or nuisance from students that will affect the studying environment of the class.

4

Surveillance awareness  
The students must never be able to assume that the teacher does not know what is going on in the class under-cover.

5

Maintaining Authority  
The teachers should have full control over the class and students. If the teacher instructs the students with something they must abide.

3

Surveillance  
To avoid distraction and disorder in the class the teacher must always keep his gaze up and watch every move of the children.

6

Potential disorder  
If the teacher keeps his/her gaze down all the time or is constantly looking at anything else then the children will take advantage of that and start talking or whispering. The whispering will slowly get louder until everyone starts talking and the class is in disorder. Then it will become very difficult to get the class under control. Also if this happens often then it will /"waste a lot of time.

7

### Dealing with Potential disorder

As soon as the teacher sees a child talking, if it is one off then the teacher should put a blind eye and let the child off. If it persists then the teacher should be able to stop it just by looking at those students.

Calling the name out should try to be avoided as it distracts every one.

If the child does not notice the teacher giving dirty looks then he should just call the name and that will stop them. If they carry on again the teacher should warn them. If they talk again, they should be made to stand up. If they still misbehave then they should be taken out of the class and be kept back after class.

9

### Understanding the circumstances

The teacher must make sure the students are always reading. He must not let them talk and mess about illegitimately, thinking they are tired etc. Rather, if he feels like this then he should formally give them a little break or start talking to them and joking with them to stimulate them again.

8

### Students speaking out

The teacher should never let any child shout out and distract the class.

Even if they are saying something good to the teacher, but they shout out, then they should be disciplined either with the eyes, tongue or other methods.

10

### Implementing etiquettes and protocols

The teacher must implement the class rules and etiquettes at all times. If any child shouts out or speaks without raising the finger the teacher should discipline them by ignoring them, making them stand up or telling off.

## Class Managements



11

Leaving without permission  
The students must not move around the class room or go out without the permission of the teacher.

13

If after sending a child out, he keeps coming back to the teacher to plead etc he should set him straight by telling him off, giving him lines, detention or warning him to tell his parents.

15

If any students become rebellious or rude with the teacher and gets aggressive etc the teacher should handle it in a civilized, calm and professional manner without taking it personally. He/ she should balance it by saying, something like ' ok do what you like we will deal with you after'.

12

The teacher must not ever allow the students to try and argue back with the teacher, get clever or annoy the teacher. If they don't listen after asking them to stand up and try to justify themselves he should not even listen, or else they will take advantage.

14

If a child tries to annoy the teacher or get on his/her nerves he/she must not express it and discipline him/her according to the procedures.

16

Seating plan should be according to their Sabak so that way the students can help one another or they can work together.

## Class Managements

# Students Engagement



**Keep students busy by making them read 5 times or more before they come to take their test.**



**Put students in small groups and tell them to work together, this will build the confidence of quiet students.**



**Working together as a whole class so everyone has the chance to participate.**



**Make students repeat after other students as well as the teachers..**



**When reading stories the teacher should allow students to read as well..**



**Make students listen and read to one another so they can learn from each other's mistakes.**



**Give students 5 minutes break after their test to let them rest, this allows student to be positive and motivates them to read well next time.**



**Make students work together to keep them busy.**

## **Students Engagement**

# Teaching Techniques



01

Using different teaching methods is important as children can easily lose focus, you should use different tones when teaching so that the children are alert.

02

Make them read to you until they pronounce correctly.

03

Make them follow with their fingers so that they concentrate.

04

Whenever the students make a mistake you should underline/mark the mistake so that they know where they need to concentrate.



05

If students continue to make errors you should read the Sabak to them

06

Individual work allows them to concentrate on their own mistakes..

07

When learning duas you should either read to them then make them repeat after you OR you should make them read together with you.

08

You need to ensure that you're teaching at the students pace.



09

Practice duas together as a class this way everyone participates

10

Using the mic allows them to enjoy themselves.

11

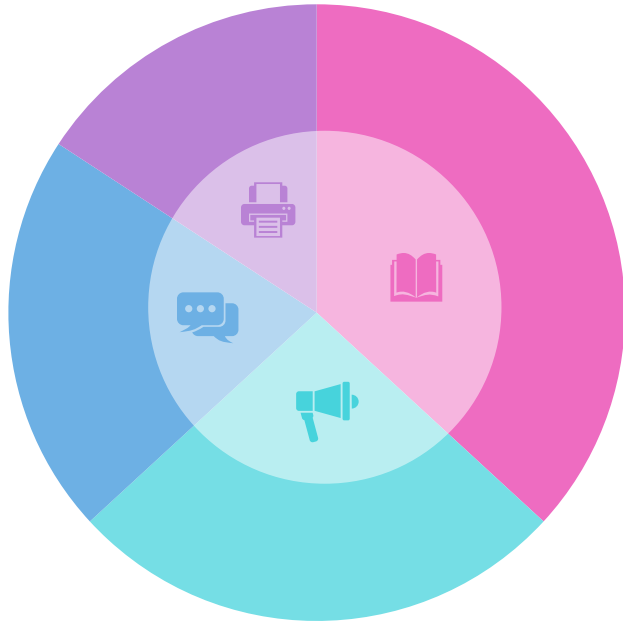
Asking students questions in order to keep them alert

12

Must ensure when testing students you make them sit in front of you so that face contact is made



# Class (method of teaching hifz)

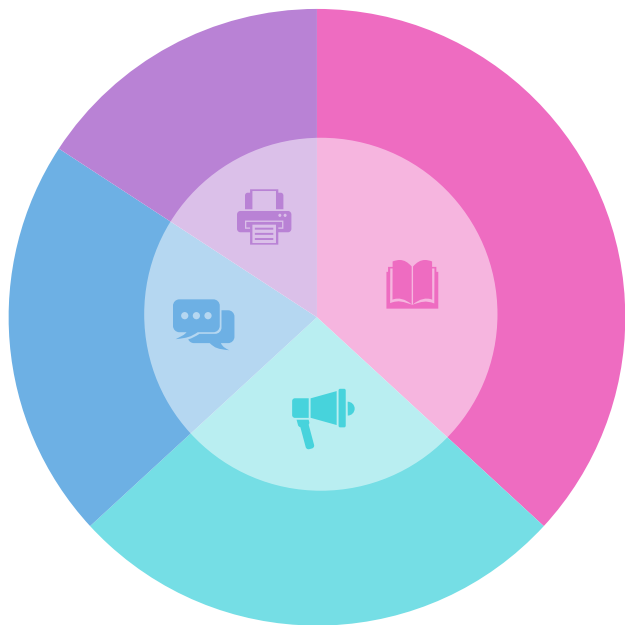


**Beginning of the lesson they could be made to stand up for 20 min to boost them and give them a kick start. To give them an extra boost it could be agreed that if they read loud nicely with concentration without interruption then they can sit down after 10/5 min or else they will have to complete the 20 min.**

**Whilst they are leaning it in the first 10-15 min, the pre-hifz students who need much more one to one attention could be helped with their lesson.**

**After 15/20 min they should be called to come and say their 1st thing/revision. The revision for average students who know one juz or more should be 1 quarter. The maximum revision should be half. Those who know less than a juz could say revision of 3-5 sides.**

**If no one comes then everyone should be made to stand until they start coming. Once two have come the others could be allowed to sit down again. Whoever doesn't come to say after being called should be made to stand till they come or for 30 mins.**




**For revision and recent Sabaq revision (Sabaq/Para) they should be listened two by two. If the third person know his/her revision well and it is an easy juz for the teacher and the student then three could be tested at once. If one of the students last one or two side was slightly weak and needed just a bit of polishing up he/she should be sent back or sat next to the teacher to quickly learn it. Meanwhile the teacher should call the next person and when the student who was sent for the last page has learned it should be called and all three should be listened together.**

**If time is less either for the revision period or the recent sabaq period then there should be listened at a time. The third student's listening should be assisted by a student who has passed his task and ready for the next task.**


## **Class (method of teaching hifz)**



# **N O T E :**

A pink microphone icon with a white vertical line on its handle, positioned at the top left of the first text block.

**The teacher is like a police and should always have head up. The teacher should pretend he is listening to every word and watching every move of all the other students so they are busy learning while the teacher is listening to others.**

A pink microphone icon with a white vertical line on its handle, positioned at the top right of the second text block.

**When the teacher is listening to two or more at a time, it is obvious he cannot follow every word of the students. He should rotate his attention in listening to them without having to turn his head towards them all the time and try and take any mistakes out, or else they will get the pattern. He should mainly observe the pace, confidence, Tajweed and quality as it is very easy to notice. Right at the beginning if the teacher notices weakness in the Tajweed, confidence and pace etc then he shouldn't normally waste his time and should send the student back to learn as this is a clear evidence that the student doesn't know it properly.ion**

- **The student's personal record sheet should be checked by 6pm to ensure the parents have signed to confirm that the child had read at home. Those who did not show the signature should stand up and if it is persistent they should be kept in detention and parents should be informed.**
  
- **Around 6pm if there are only one or two saying their revision the pre- hifz student could be called to the front and read their Sabaq loudly and fast as if they are being tested by the teacher. Till around 6.15 the teacher should dedicate to the pre hifz students alone.**
- **By 6.30-6.40 every one should have finished the recent Sabaq revision.**
- **Meanwhile from 6.30 till about 7pm the pre-hifz should do group reading.**
- **By 7pm everyone should finish Sabaq. Those who have finished should get a break till 7.15pm.**
- **Lining up for Salah**
- **Home time**
- **Pre-hifz teaching**
- **Break**
- **Min Sabaq, max time award, progress rec, certificate, monthly award for best mark**
- **Make them read loud**

# Maintaining the High Standards

It is very crucial that a high standard is maintained in Tajweed, fluency, quality and effort.

The teacher should never ever compromise with the students getting away with unsatisfactory quality of reading.

If students say their Sabaq without Tajweed or lack of confidence then they should be sent back to learn properly without any compromise.

If the students are heard learning without Tajweed or in proper way then the teacher should correct them and ask them to read nicely, because if they do not practice reading with Tajweed then they can never read to the teacher with Tajweed.

Praising the children motivates and encourages the students to continue on their progress

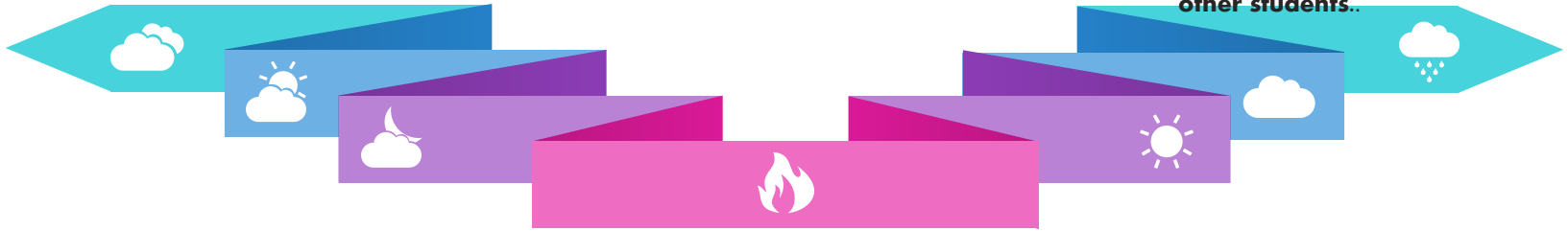
Explain to students where they go wrong.

If the results of their Sabak were poor then you should either give them short/fewer lines for their next lesson

**Parents should know if their children are progressing so you should give feedback to their parents too**

**The Sabak has to be read with correct pronunciation, read fluent and with acceptable speed in order to pass**

**The students should always be encouraged and pushed to do the best of their own ability and not be content and slacking by looking at other students..**



## **Maintaining the High Standards**

# Disciplinary policy

**Standing up:** Should not be more than 20 minutes. And normally should be for 10/15 minutes.

**Detention :** For 15 min detention there is no need for informing the parents. If it's for longer than 15 min then the parents must be informed. They could be informed by writing on the student's record sheet.

For not knowing or not passing there is the standard consequence of standing up and detention. Alternatively other consequences could be introduced such as, giving extra homework, Sabaq, put back a level and told off during class if it is quick. If a long discussion is required it should be done at home time.

For minor misbehaviour, talking in class, minor distraction, not paying attention, doing class work and not making enough effort etc the above disciplinary procedure should be adopted.

“

**Lines :** Lines could be given for non off occurring misconducts and a bit more serious than usual misconducts, such as talking in Salah, causing a nuisance, major distractions like shouting in class, using bad language or causing minor grievous to fellow students etc.

”

Lines could be given to such misconducts which will be the cause of a student being sent out of the class.

### **Formal Written warning**

This should be done by the head teacher or management and only after all the above procedures have not worked or the misbehaviour is very serious.

### **Suspension**

The student could be suspended if the misbehaviour persists even after written warning.

### **Expelling**

Expelling should be implemented if the misbehaviour occurs again after suspension or it is extremely serious.

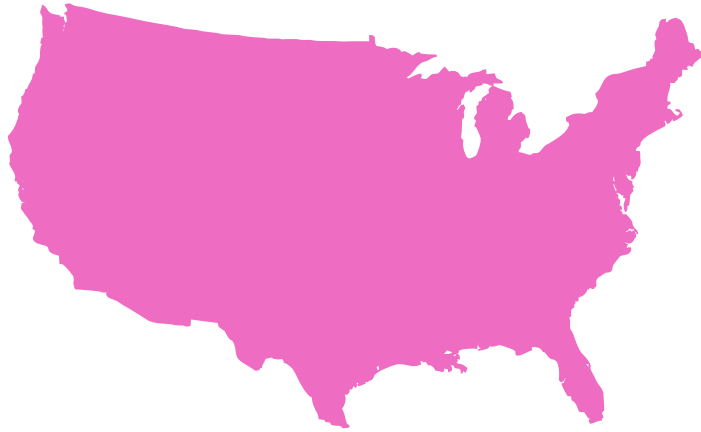
### **Note**

For lack of progress and effort the formal warning, suspension should not be implemented, but rather parents should be formally advised, directed to other alternative options etc.



**Speaking to parents:** Parents should be involved if any misbehaviour is persistent, especially if all the other procedures have not made any difference or if the misbehaviour is very serious, like being rude to the teacher, fighting with other students or damaging Madrasah property etc. Parents should be involved after consulting the head teacher.

# NOTE :



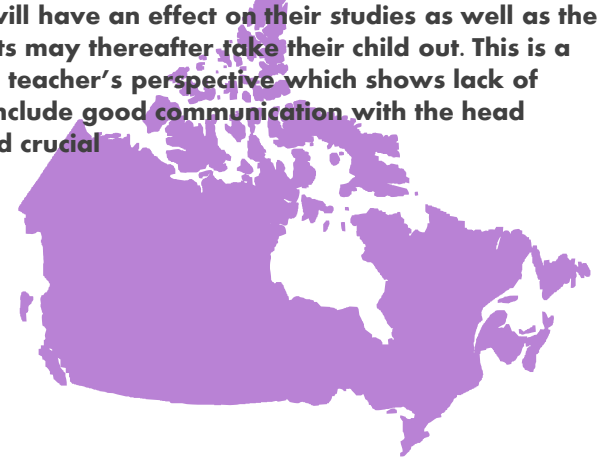
Teachers should have simple communications with parents such as asking for permission for anything, updating any information or any feedback for the day. However if there any violence etc. occurs in the class amongst students then both the head teacher and parents need to be informed and from there the head teacher will decide as to what the next actions will be.

If a student is regularly misbehaving or not progressing then the next actions should not be planned with parents without consulting the head teacher.

Also, if any communication is to be made with parents, it **MUST BE MADE INSIDE THE CLASS** or besides the door so teachers can keep full control of the class

**NOTE:** When any students are being problematic teachers must not start taking disciplinary procedure with parents without consulting the head teacher nor meet with parents about these issues officially without the head teacher's consent. This is the role of the head teacher.

To take initial disciplinary steps in class such as standing up, missing break, detention or lines etc this can be done without consulting the head teacher. However if it is regular then teachers must update the head teacher. Not updating and consulting the head teacher with these kind of matters can lead difficult student neglected which will have an effect on their studies as well as the Maktab, as parents may thereafter take their child out. This is a downfall from the teacher's perspective which shows lack of experience. To conclude good communication with the head teacher is vital and crucial





Making sure the place is clean, safe and students have all gone home safely with authorized people

When it's time to dismiss the students try to keep the class organized and under control so the parents see the positive side and don't think that class is unorganized etc.

Must ensure the students are given homework on a regular basis. Teachers are responsible of keeping a record of what every individual student has studied as well as a whole class record, so that these records can be used at exam time and parents meeting to show how their child is progressing also it shows that the Maktab is organized which gives the parents a positive view

Communicating with parents is very important you should give feedback to the student's parents after class.

Ensuring no child is bullied or abused by other students.

Print out necessary documents such as register, class record sheet, student's personal record sheet, voucher, certificate and application forms etc. when necessary.

Collecting the fee and keeping a record of income expense.

# Responsibility

**Firstly the head teacher should be contacted; if it isn't possible to talk to the head teacher then the parents should be consulted.**

**In case teacher has to arrive late, less than 30 min then he should call the land lord or any parents and ask them to supervise while the teacher arrives.**

**In case the teacher is going to be later than an hour or cannot make it due to unforeseen emergencies he should try his best to find a cover and ask head teacher to assist. If cover cannot be arranged then the parents must be contacted ASAP and informed that the class will begin late or it is cancelled.**

# Emergencies