



TEACHER EMPLOYMENT CONTRACT

Date: _____

Muhtaram Mu'allim/Muallimah _____

Assalamu Alaikum Warahmatullahi Wabarakatuhu

It gives us great pleasure to confirm your employment as a teacher of the _____

We make dua to Allah Ta'ala that He accept us all to serve His Deen with sincerity and dedication at all times. *Aameen*.

This employment is subject to the following terms and conditions:

REMUNERATION

The remuneration payable by the Ta'limi Board to the employee shall be the sum of R _____-00 [per month]. Any increase will be at the discretion of the officials.

HOURS OF WORKING

The employee's normal hours of work shall be:

Monday to Friday - Time: _____

The employee agrees that by signing this contract, he undertakes and agrees to perform such overtime duties as may be responsibly required of him/her from time to time, provided that this does not exceed the limitations provided for in relevant legislation, pertaining to this contract.

The employee will be required to fill in the time book recording his/her times of arrival and departure on a daily basis. Any leave taken within working hours must be noted in the time book. In the case of sudden emergencies please inform the board telephonically of such leave. In the event of the employee not reporting to work because of illness, he must telephonically inform the Ta'limi Board or any other official as early as possible so that alternative arrangements can be made. Remaining absent and not informing the office will be regarded as a severe breach.



WORK DESCRIPTION

The employee's duties include:

ATTENDANCE

1. Attendance and punctuality are of utmost importance. The time code must be strictly adhered to. The Mu'allim/ah must be in class at least **FIVE MINUTES BEFORE** Madrasah commences and leave only **FIVE MINUTES AFTER** Madrasah time finishes. The time book must be filled accordingly by inserting the **accurate** and not the **approximate** time of arrival.
2. Medical and other appointments should not be made during Madrasah hours. Madrasah times are for teaching only.
3. Leave will be granted only when necessary. An Application for **Leave Form** (RP. 9) must be completed and forwarded to the supervisor at least 2 days in advance. In the case of any sudden emergency, the supervisor must be contacted telephonically as early as possible and be informed of one's intended absence and the reason thereof.
4. The Mu'allim/ah must endeavour to boost the attendance and punctuality of the children. An effort must be made to encourage other children in the area who are not attending any Madrasah to join the class of the Mu'allim/ah.

PUNCTUALITY

1. It is the duty of every member of staff to be punctual. It is an impossible task to teach children to be punctual if teachers themselves are not punctual.
2. Those who teach at state schools are requested to make an extra effort to be punctual so that there can be no complaints about a lack of supervision of children using the premises.

DISCIPLINE

1. Reprimand those pupils who out of sheer laziness do not perform well in the following ways:
 - a) detention after class
 - b) holding their ears and going up and down
 - c) let them stand in the class
2. When reprimanding a pupil, the aim should be reproach and not anger or frustration. If there is anger, rather desist from any form of punishment. After a few days show kindness to the pupil. This will prevent any ill feelings harbored by the pupil.
3. Corporal punishment must be avoided under all circumstances.

SELF-PREPARATION

1. The Mu'allim/ah should prepare his / her lessons beforehand.
2. The success or failure of any lesson rests largely on how confident and prepared the teacher is.
3. Every teacher must adhere to the timetable by moving on to the next subject when the allotted time expires. By not doing so, one can disrupt the entire programme of the Madrasah.



4. All records, viz. the daily prep-book, register, pupils progress sheets, time sheets etc. must be completed on time. It is the duty of the Mu'allim/ah to seek advice from any colleague or the supervisor should any difficulty be experienced in completing any required record.
5. The syllabus breakdown is given as a guide to how much must be taught in each month. The Mu'allim/ah must endeavour to keep up to the said guide. Should there be any need to vary in any way; this should be put forward to the supervisor.

WORKSHOPS (MUZAAKARAHs)

1. Workshops are held to assist the teachers in achieving their objectives.
2. Attendance at workshops are essential. Teachers that cannot present themselves at these workshops must submit a leave request to the Ta'limi Board office.

DRESSING

1. While the Mu'allim/ah is under the jurisdiction of the Ta'limi Board only during Madrasah hours, children nevertheless observe their teachers even after class hours. Therefore, those who have committed themselves to become teachers of Deen must teach Deen practically all the time, even after Madrasah times. Hence the Mu'allim/ah must at all times, even out of Madrasah, adhere to Islamic conduct and appearance. Any public and open violation of the Shariah, even after Madrasah hours, totally contradicts any commitment to be a teacher of Deen and defeats the purpose for which one was employed as a Mu'allim/ah. Thus disciplinary procedures could be instituted for any such public and open violation, especially aspects pertaining to appearance and conduct.
2. For the purposes of supervision the supervisor may enter the class. This may be for general administrative supervision or to attend a lesson. During the supervisors presence the Mu'allim/ah must don the Niqaab. This applies even if she does not generally don the Niqaab. Thus it will be the Mu'allim/ah's duty to always have a niqaab on hand.
3. Teachers should also ensure that pupils attend Madrasah in appropriate clothing. Boys should be made to wear kurtas and topees. Girls must wear cloaks and burkaas. Baaligh girls must be made to wear loose fitting cloaks to conceal their bodies as well as the Shar'ee niqaab.

LITTER

1. Pupils should be encouraged to keep the Madrasah clean and tidy.
2. A program should be put in place where each class should have turns in keeping the Madrasah clean and tidy.

TARBIYAH (ISLAAMIC NURTURING)

1. The primary objective of the Mu'allim/ah must be the imparting of Deeni Ta'leem and the Tarbiyah (Islamic Nurturing) of the children under one's care – all solely for the **Pleasure of Allah Ta'ala**.
2. Since Tarbiyah is just as important as Ta'leem, the Mu'allim/ah will always guide pupils in matters of conduct, dressing, behaviour, etiquette, etc. Ways and means of getting across effectively to the children must be devised by the Mu'allim/ah, keeping in mind the background, socio-economic conditions and level of understanding of each child.



3. The Mu'allim/ah should be meticulous in moulding the habits and the speech of the pupils in accordance to Deen. Whenever a pupil enters the classroom he / she should enter with salaam.
4. The Mu'allim/ah should make use of the appropriate words such as please, Jazakallah etc. to demonstrate to pupils the proper usage of these words. The Mu'allim/ah should then pay heed to the pupils speech and remind them of these words in the appropriate circumstances.
5. At no time should the Mu'allim/ah use abusive or vulgar language when addressing the pupils.
6. Little children are drawn to those who display a gentle nature and teach them with love and affection. Together with love and affection, firmness is required so that children do not get out of hand. However, at no time is any form of corporal punishment allowed. Should any problem occur which cannot be handled by the Mu'allim/ah, refer it to the supervisor.
7. It is imperative that the shar'ee rules regarding the intermingling of sexes should be upheld at all times. Boys and girls should be made to sit separately.

GENERAL

1. If there is a dispute regarding the family of a particular pupil, this should not be discussed at all in the classroom nor should a grudge be held against the pupil.
2. Do not conclude business transactions in the classrooms and neither should the Mu'allim/ah be asking any pupils to purchase or sell items for them.
3. The time of the children must be used profitably and constructively. If the work for that day has been completed, the rest of the time should be used for revision. Children should never be allowed to sit idle just waiting for the time to pass.
4. It is the duty of the Mu'allim/ah to ensure that all children perform the Zuhr and Asr Salaah. If they have not performed Zuhr Salaah, they should be made to perform the same before class commences. Asr Salaah must be performed before they leave. There is no excuse for children who are 10 years and over for not performing their salaah.
5. Mu'allim/ahs should please ensure that they do **not** use the cell phone during Madrasah.

HOLIDAYS AND CONDITIONS OF LEAVE

The annual leave for all teachers shall be according to the year planner which will be provided at the beginning of each year.

An **Application for Leave** form must be completed and forwarded to the Board in the case of any leave that may be required. In the case of an emergency, leave may be requested telephonically.

In special circumstances, unpaid leave may be granted at the discretion of the Board.

- i. All official paid leave will coincide with the government school holidays at the end of each term in accordance to the Ta'limi Board Year Planner.
- ii. National public holidays and both Eids will also be regarded as official paid leave.
- iii. If leave is required for any other circumstances such as Marriage, Maternity, Haj, Umrah, Jamaat, Khanqah, etc. other than any of the above official Holidays then the



following rules will be applied.

- a) A **suitable replacement must** be provided subject to the approval and authorisation of the Talimi Board Shura.
- b) The application for leave form must be submitted at least 30 days in advance for their approval.
- c) The Talimi Board Shura will according to the circumstances of the leave decide whether the leave will be paid or unpaid.
- d) In the case of attending a funeral, sudden illness or unforeseen circumstances, the supervisor **must** be contacted telephonically as early as possible and be informed of one's intended absence and the reasons thereof. A suitable replacement must be provided.
- e) If the absence is due to illness more than two days, then a doctor's letter must be produced.
- f) If any Muallim/ah intend to terminate their employment at any given time, at least three months advance notice must be provided so that a suitable replacement can be found.

All previous contracts (verbal and/or written) hereto become null and void.

Yours in Islam

Chairman of Trust

Witness

I agree to the appointment on the terms and conditions stated above.

Mu'allim/ Muallimah

