

Canberra Islamic School

Teacher Guidelines and Resources

www.canberraislamicschool.com.au

Email: canberraislamicschool@gmail.com



Please apply for Working with Vulnerable People clearance at:

<https://form.act.gov.au/smartforms/landing.htm?formCode=1318> and fill in the CIS Volunteer Information Form.

TEACHER COMMITMENT

- Be on time, regular and consistent
- If have to be away, please organise for your absence
 - let Sr Sumaiya & others in your Group know in advance (preferably in writing [email, WhatsApp, SMS] by phone especially if the notice is short)
 - Organise someone to take your class
 - Give instructions & material to be taught

TEACHING

1. Use textbook allocated for the level and Lesson – a lot of thought, experience and purpose has gone into these choices
2. Know and follow Lesson Programs – there are many opportunities for you to teach outside of the program
3. Prepare for the lesson and keep copies of all notes given to students
4. Have a good understanding of what other teachers within a group are doing – collaborate, cooperate and exchange ideas and methods

CLASS ROLLS:

- The class-rolls can be picked up from the Admin Table in the courtyard every morning.
- Take the roll-call at the beginning of every lesson.
- Return your class rolls to table at the end of the day
- Be respectful and caring to your students
 - Introduce yourself to your students by name (they can call you by Brother/Sister ...)
 - Know your students by name and face
 - Encourage each and every student regardless of ability
 - Reward good behaviour and performance
 - Avoid losing temper or raising voice!
 - Absolutely no use of demeaning words or language against a student such as stupid, loser, foolish, etc
 - Absolutely no corporal punishment – no smacking, hitting, threatening to hit, pinching, etc

STUDENT DISCIPLINE

- Set class rules, for example:
 - Be on Time & Ready to Learn
 - Listen & Follow Directions
 - Raise Your Hand Before Speaking or Leaving Your Seat

- Respect your Classmates , your Teacher and Property
- Keep Hands, Feet and Objects To Yourself
- For repeated disturbance/bad behaviour in class (in this order)
 1. Try to bring situation under control
 2. Avoid letting it get to the stage of anyone shouting or being abusive
 3. Send to office to meet with Br Ali/Sr Sumaiya – so that undue distress is not caused to other students, so class can continue
 4. Office will talk to child/ren and send back to class or if serious,
 - Office will call and email parents if necessary
 - Office will invite parents and children for meeting if necessary
- For those persistently not doing their homework:
 1. tell them: that you will talk to their parents
 2. send an email to parents re issue and how they could help
 3. invite parents to meet with you
 4. parent-teacher interviews – last opportunity to give bad news

RESOURCES

- Print, copy, scan, email direct from our new printer – learn how to use it
- Print from your device
- Text Books, Workbooks, Reference Books
- Previous notes
- Colouring books
- Activities
- Markers, erasers, whiteboards
- Projector
- Internet
- If you need anything, please ask/inform/request
- If you spend anything, please keep the receipts and claim the reimbursement.

CIS WEBSITE: www.canberraislamicschool.com.au

- Each teacher will be given access to authorship of the CIS website. This way, you can publish your class homework and general communications with parents.
- Please see the link below - a brief video with instructions on how to upload items onto the CIS website:
- <https://www.youtube.com/watch?v=ULGzGnPrSSI&feature=youtu.be>

CLASSROOMS:

- Make sure students and you keep the classrooms clean and tidy
- No eating or drinking allowed in classrooms
- If need be, send all kids out of class at the end of each lesson
- Close windows, turn-off lights/fans/heaters if you've had the last class of the day
- Older students: put away chairs, fold, and put away tables (this has to be supervised!)
- Rotate thru students to throw out rubbish