



AHMADIYYA
MUSLIM JAMA'AT
Canada

JOB DESCRIPTION

Position Title: Hifz Instructor - Girls' Hifz ul Quran School Canada

Department: National Department of Ta'lim

Immediate Supervisor: Coordinator, Girls' Hifzul Qur'ān School Canada

POSITION SUMMARY

Girls' Hifzul Qur'ān School is dedicated to providing high-quality Qur'anic and Islamic education in a nurturing and spiritually enriching environment. Girls' Hifzul Qur'ān School Canada is seeking a dedicated, knowledgeable, and compassionate Hifz-ul-Quran Teacher to guide and support students in their Holy Qur'an memorization journey while fostering strong Islamic values and character development.

The successful candidate will be responsible for teaching and supervising students in Qur'an memorization (Hifz), revision, and proper recitation (Tajweed). The teacher will monitor student progress, provide individualized support, maintain accurate records, and encourage students to achieve their memorization goals in a positive and motivating learning environment.

The ideal candidate will have a strong understanding of the Holy Qur'an and Tajweed rules, previous teaching experience, excellent communication and organizational skills, basic computer literacy, and a passion for working with children and youth. A commitment to the teachings and values of Islam Ahmadiyyat and the ability to serve as a positive role model for students are essential.

Girls' Hifzul Qur'ān School is committed to providing a supportive and rewarding environment for its teachers. The successful candidate will play a vital role in the spiritual, moral, and educational development of students while helping them build a lifelong connection with the Holy Qur'an.

Job Type: In-person

Schedule: 8: 20 am - 2:30 pm

Start Date: August/September 2026

Salary Range: \$2,365 per month

Position Status: This full-time position is being filled to replace a previous employee. It is an existing role within the organization.

RESPONSIBILITIES

- Plan, organize, and deliver effective Hifz-ul-Qur'an lessons in accordance with the Girls' Hifzul Qur'an School curriculum and guidelines.
- Teach and supervise students in the Holy Qur'an memorization (Hifz), revision, and proper recitation (Tajweed), ensuring accuracy and consistency in learning.
- Utilize appropriate teaching methods and individualized learning strategies to accommodate students of varying abilities, learning styles, and memorization levels.
- Create a positive, engaging, and spiritually enriching learning environment that encourages a love for the Holy Qur'an and strengthens students' connection with their faith.
- Integrate Islamic teachings, values, morals, and etiquette into daily instruction and interactions, fostering the development of strong Islamic character.
- Monitor and assess students' memorization progress regularly through daily lessons, revision sessions, evaluations, and periodic assessments.
- Provide timely, constructive, and encouraging feedback to students to support their memorization goals and overall development.
- Maintain accurate records of student attendance, memorization progress, assessments, and performance.
- Collaborate with school administration and fellow teachers to enhance the Hifz program and support student success.
- Ensure that the Holy Qur'an memorization targets and learning objectives are met while maintaining high standards of Tajweed and recitation.
- Establish and maintain a respectful, disciplined, and supportive classroom environment that promotes active participation, responsibility, and mutual respect.
- Foster a safe and nurturing atmosphere that considers students' emotional well-being, confidence, and individual learning needs.
- Communicate regularly with parents and guardians regarding student progress, achievements, challenges, and recommendations for continued improvement.
- Participate in professional development opportunities to strengthen teaching skills, Qur'anic instruction methodologies, and knowledge of Tajweed and Islamic education.
- Assist in organizing school programs, Qur'an completion ceremonies, assemblies, competitions, and other educational or spiritual events, as required.
- Support school administration in maintaining effective communication with students, parents, and other stakeholders.
- Serve as a positive role model and representative of Islam Ahmadiyyat by demonstrating kindness, patience, sincerity, discipline, and exemplary Islamic conduct.
- Perform other duties and responsibilities related to the Hifz-ul-Qur'an program as assigned by the school administration.

QUALIFICATIONS

- Hafiza of the Holy Qur'an is preferred; candidates with strong Qur'an memorization and Tajweed proficiency will be given priority.
- Minimum high school diploma required. Additional Islamic studies qualifications, Qur'an teaching certifications, or relevant training will be considered an asset.
- Previous experience teaching Hifz-ul-Qur'an, Nazirah, Tajweed, or Islamic studies to children and youth is preferred, a minimum of 2 to 3 years of relevant teaching experience would be considered an asset.
- Demonstrates ability to teach the Holy Qur'an memorization effectively while encouraging students through patience, consistency, and positive reinforcement.
- Strong knowledge of Tajweed rules and proper Quranic recitation.
- Good understanding of the Nizam-e-Jama'at and the teachings of Islam Ahmadiyyat. Candidates should be members in good standing within the Jama'at and committed to upholding Islamic values and principles.
- Ability to work effectively with children and create a positive, nurturing, and disciplined learning environment.
- Basic computer literacy skills, including proficiency in email, online meeting platforms, Google Workspace (Docs, Sheets, Forms), and Microsoft Office applications.
- Ability to maintain accurate student records, attendance logs, and progress reports using digital tools.
- Strong organizational, communication, and interpersonal skills.
- Demonstrates professionalism, reliability, and commitment to student development and success.
- Willingness to participate in training and professional development opportunities related to Qur'anic education and teaching methodologies.
- Ability to communicate effectively in English. Knowledge of Urdu and/or Arabic is considered an asset.
- Ability to serve as a positive role model and representative of Islam Ahmadiyyat through exemplary conduct, kindness, patience, and dedication.
- Excellent organizational and presentation skills.

When applying for the position, please include the following:

- [Employment Application Form](#) (Click '[here](#)' to get the Form)
- Resume and Cover Letter
- Names and contact information of at least two recent professional references and one personal reference.
- Copy of Tarteel Certificate Program, if available

Interested Candidates can apply with confidence and a Spirit of Waqf by applying [here](#) with their resume and application form as one document.

Deadline: We thank all applicants for their interest, however, only those selected for an interview will be contacted. Interviews will be conducted on a rolling basis as applications of qualified candidates are received.

Please note, successful candidates will be required to submit a Police Vulnerable Sector Screening Certificate by the first day of employment.

For further information, please contact: board.chair@aishaacademy.ca

Candidates from GTA Canada are encouraged to apply.

Hiring Process and Use of Artificial Intelligence (AI):

No artificial intelligence (AI) tools will be used to screen, assess, rank, or make decisions regarding applicants for this position. All applications will be reviewed, and all hiring decisions will be made by qualified members of our hiring team.