## LGM Quran School

## Head Teacher Job Description

**Job Title:** Head Teacher

**Place of work:** Leeds Grand Mosque

**Session payment: £60 per session**

**Hours/time /day:** 2 hours 10:00-12:00 on Saturday

**Responsible to:** Quran subcommittee in LGM

## Working relations

Internal- Teaching Staff, Volunteers

External- Parents/families

Purpose of the Role:   
  
We are seeking to appoint an outstanding professional to lead our Quran school so that it becomes self-sufficient and an exemplary model for similar supplementary Quran schools in Leeds.

To provide professional leadership and management for a team of staff and volunteers in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all students.

The successful candidate will have excellent inter-personal skills and a relentless focus on strategies to sustain the highest quality of Quran teaching and learning.

Applicants should be highly respected classroom practitioners who have already demonstrated effective leadership characteristics within a large team.   The successful candidate will both inspire and be supported by, an experienced team of dedicated and talented professionals in Tajweed, Qaida and teaching, each committed to working together to the benefit of our students and their families.  
  
**Main Duties:  
Management**

* Ensure the Quran School starts on time, 10:00am and finishes on time, at 12:00pm which involves managing the staff to make sure they are ready and prepared to teach and are prompt when finishing lessons. Staff must not be preoccupied and busy talking to other staff during school times at the expense of their students.
* Ensure children are received by their class teachers at least 5 minutes before the beginning of the school and handed back to parents at 12:00pm.
* Ensure that no parents are allowed in the teaching areas or try to speak to teachers during school hours.
* Ensure all teachers sign in and out and that they set up and tidy up their classrooms in good time. At least 10 minutes before their classes and leave no earlier than 15 minutes after their lesson ends.
* Liaise with the administrator to find a supply teacher if the main teacher is unable to attend for any reason.
* Liaise with the administrator and teachers to organise and lead an end of year ceremony to celebrate the children’s achievements.
* Ensure the masjid is clearly sign posted for parents and visitors during school hours. (Drop off/collection points, signing in area etc)
* Develop rewards and sanctions procedures and ensure that everyone applies these procedures.
* Plan and lead the weekly assembly.

**Teaching and Leading Student Learning**

* Ensure curriculum coverage, continuity and progression for all students through clearly written and regularly reviewed schemes of work.  Monitor implementation in the classroom through regular monitoring.
* Ensure teachers are clear about teaching objectives and provide guidance on methodology.

**Planning and Setting Expectations/Student Achievement**

* Plan the academic year to incorporate staff meetings, pupil registration, pupil   
  assessments, holidays, parent’s evenings and reward days and celebrations.
* Set expectations and targets for staff and students in relation to student achievement and monitor progress towards these targets.
* Ensure that all students are valued equally, and be accountable for the progress in each subject for the entire ability range, including the most able, and those with Special Educational Needs.

**Assessment and Evaluation**

* Establish and implement clear practices for assessing, recording and reporting on student achievement.
* Keep written records and provide regular reports (every half term) on the Quran school to the management subcommittee.

**Relationship with Parents**

* Establish effective communication with parents, through regular parent’s evenings and ensure all teachers write an end of year report for each child as well as provide an interim report at the end of each term.

**Managing and Developing Staff and Other Adults**

* Help teachers achieve constructive working relationships with students.
* Support teachers in their management of student behaviour.
* Devolve responsibilities and delegate tasks appropriately, recognising and utilising the strengths of others.
* Sustain motivation and commitment; promote enthusiasm, creativity and a collective pride in the success of the team.
* Be concerned for the professional development of colleagues.
* Provide full and regular feedback to team members, through staff meetings, briefings.
* Encourage team involvement in school-wide initiatives and in the development of whole Quran School policy.
* Carry out induction for staff within the school.

**Managing Resources**

* Order and contribute to the upkeep and maintenance of school equipment.
* Ensure the effective and efficient management and organisation of learning resources.
* Use accommodation to create an effective and stimulating environment for the teaching and learning of each subject.
* Ensure that there is a safe working and learning environment in which risks are properly assessed.
* In consultation with the team, formulate the school’s Improvement Plan and implement the processes by which improvement actions will be monitored and evaluated.
* Ensure that the staff handbook is kept up to date.

**Strategic Leadership**

* Develop and implement policies and practices that reflect the school’s commitment to high achievement.
* Analyse the current performance of students in each subject (Quran or Qaida) and devise strategies for improving standards further.
* Establish, with the involvement of the management sub committee, plans for developing and resourcing the school to bring about continuous improvement in teaching and learning and resulting student achievement.
* Monitor the progress being made towards targets established in subject planning.

**Any Special Conditions of Service:**  No smoking policy.

**Working/ special conditions:**

LGM operates an Equal Opportunities Policy and all staff are expected to be aware of their responsibilities arising from it

**LGM QURA’N SCHOOL – PERSON SPECIFICATION – HEADTEACHER**

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| *Criteria* | *Essential* | *Desirable* |
| Qualifications | * Qualified teacher status |  |
| Experience | * Excellent classroom practitioner * Leading a project and managing staff | * Leadership of a supplementary provision * Proven track record of raising academic standards |
| Philosophy | * High expectations of pupils, themselves and colleagues * Commitment to quality in all aspects of school life * Desire to improve * Can demonstrate and promote best practice in teaching and learning * Commitment to the development of the whole child * Commitment to inclusive education |  |
| Knowledge & Skills | * Ability to communicate with parents, staff and students in English * Excellent user of ICT as both a curriculum and management tool * Ability to develop whole school policies and write reports evaluating the provision for the benefit of the management subcommittee * Ability to deliver and arrange CPD to help colleagues improve as classroom practitioners * Excellent organisational skills * Knowledge of safeguarding | * Fluent speaker of Arabic and English |
| Curriculum | * Awareness of Qur’an, Tajweed and Tafseer |  |
| Personal | * Respects and relates well to children, parents, staff and the management subcommittee * Enthusiastic and committed * Effective communicator * Approachable, tactful and diplomatic in dealing with others * Able to cope with pressure * Prepared to do far more for far less reward to ensure a quality provision is established |  |
| School Specific | * Emotionally intelligent * Sense of humour |  |