



## **Job Description for the role of Head Teacher**

**Job title:** Head Teacher

**Salary:** £49,132 – £57,875 per annum (ELMT scale I1–I12)

**Responsible to:** Governing Body

**Job Purpose:** To provide professional leadership, ensuring high quality balanced education incorporating the best of Islamic education with the National Curriculum, and improved standards of learning, achievement and behaviour for all pupils.

### **Key priorities**

- Provide strategic leadership and professional management to move the already thriving schools to the next level.
- Lead the establishment of the schools' ethos and strategic direction, working with the Governing Body, and in consultation with the school community.
- Implement the schools' improvement strategies.
- Establish and oversee systems, processes and policies so the school operates effectively.
- Monitor progress towards achieving the schools' vision in line with its values.
- Allocate financial resources appropriately, efficiently, and effectively.
- Develop the Islamic ethos so that pupils and staff represent the best of Islam.

### **Shaping the future**

**The Head Teacher works with the Governing Body to develop a strategic vision for the school.**

#### ***The Head Teacher will:***

- Build and communicate a coherent vision to develop and effect change.
- Lead the creation and implementation of a Strategic Development Plan (SDP).
- Communicate effectively the long, medium and short-term objectives of the SDP to all staff.
- Develop and implement a dynamic integrated Islamic education curriculum.
- Contribute to the effective organisational and administrative systems supporting the aims of the school.
- Determine, monitor, evaluate and review school policies and practices, taking account of national, local, and school data, inspection and research findings.
- Take a leading role in the implementation of technologies.
- Embed data analysis and tracking systems.



### **Ethics and professional conduct**

**The Head Teacher must demonstrate consistently high standards of moral, ethical and professional conduct based on the teachings of Islam.**

***The head teacher will:***

- Uphold community trust in leadership by maintaining high standards of ethics and behaviour that embody the vision and values of the schools and ELMT.
- Meet head teacher standards, including the seven principles of public life, and be responsible for providing the conditions in which teachers can fulfil the teacher standards.
- Build relationships of mutual respect and brotherhood, and at all times observe boundaries appropriately.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold the schools' values, which include British values, i.e. democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways that exploit their position, pupils' vulnerabilities, or might lead pupils to break the law, but are always orientated to the service of others in light of the teachings of Islam.

### **Leadership**

**The Head Teacher works with the Governing Body to create and maintain an environment that promotes and secures quality teaching, effective learning, high standards of achievement and progress, as well as positive behaviour and discipline, and good Islamic character.**

***The Head Teacher will:***

- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Demonstrate an excellent understanding of what makes outstanding teaching and learning in Islamic education, including Tahfiz.
- Monitor pupils' work, planning and teaching, and be able to celebrate excellence and challenge underperformance.
- Provide clear educational direction for the school with an emphasis on Islamic Tarbiyah and Tahfiz.



- Contribute to the establishment and maintenance of policies that promote effective professional practice and define curriculum content.
- Take a lead in the monitoring and evaluation of the quality of teaching and standards of achievement of all pupils.
- Monitor and evaluate the implementation of the curriculum and assessment policies and schemes of work.
- Contribute to the leadership team in the development of a personalised learning culture.
- Develop policy and practice on Assessment for Learning.
- Maintain an interest in and knowledge of current educational issues.
- Create and maintain an effective partnership with parents to improve pupils' achievement and personal and social development.
- Develop the pastoral care of pupils, including child protection within a strong safeguarding culture.

### **Professional development**

**The Head Teacher will lead, motivate, support, challenge and develop staff to secure improvement.**

#### ***The Head Teacher will:***

- Ensure staff have access to high-quality, sustained professional development opportunities in all key and distinctive aspects, aligned to balance the priorities of whole-school improvement, team and individual needs.
- Plan, allocate, support and evaluate the work undertaken by teaching staff as groups, teams and individuals.
- Contribute to the implementation of effective systems for the management of all staff performance, incorporating performance management targets for teachers, including those relating to pupil achievement.
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation that is consistent with the approaches laid out in the standard for teachers' professional development.

### **Organisational management**

**The Head Teacher will contribute to the deployment of people and resources efficiently and effectively to meet the specific objectives of the SDP in order to raise attainment.**

#### ***The Head Teacher will:***

- Work alongside the Governing Body to enhance the positive partnership that exists between governors, staff, pupils and parents, including attending Governing Body meetings (full and committees) as appropriate.



- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Develop effective leadership and management of the school.
- Manage the administration of the school, including budgeting and the allocation of finances and resources.
- Work with the Governors to recruit and appoint staff.
- Ensure staff are deployed and managed well with due attention paid to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Manage and organise facilities efficiently and effectively to meet the needs of the curriculum, and to ensure it fulfils health and safety regulations.
- Be responsible for preparing timetables and duty rotas and making necessary changes as appropriate.
- Actively promote the alignment of practice in school with agreed policies to meet our stated aims.
- Deliver a coherent and comprehensive schooling model for the East London Mosque Trust that incorporates primary and secondary education provision.

### **Governance and accountability**

**The Head Teacher will account for the efficiency and effectiveness of the school to the Governors and others, including parents, staff, and the local community**

***The Head Teacher will:***

- Understand and welcome the role of effective governance at schools, rooted in strategic stewardship of the mission and vision of the ELMT, upholding their obligation to give account and accept responsibility.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improving standards of achievement, in order to achieve efficiency and value for money.
- Lead the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.
- Contribute to the presentation of reports on the school's performance to Governors, ELMT, Ofsted, and the local community.
- Ensure the schools effectively and efficiently operate within the required regulatory frameworks and meet all statutory duties.
- Ensure the establishment and monitoring of systems that keep parents well informed about the curriculum, children's achievements and progress, and encourages parents/carers and other family members to make a contribution to achieving challenging targets for their children.



### **Continuous school improvement**

**The Head Teacher will always strive to improve the schools, aiming for outstanding provision in all aspects.**

***The Head Teacher will:***

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers that limit school effectiveness and identify priority areas for improvement.
- Develop appropriate, evidence-informed strategies for improvement as part of well-targeted plans that are realistic, timely, appropriately sequenced and suited to the schools' context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.

THIS JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW, AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE SCHOOLS.



### Person Specification for the role of Headteacher

Candidates must demonstrate evidence of all the essential criteria in the application form and interview.

1	Skills and Experience	
1.1	Minimum 2 years of experience in successful leadership and management experience in a school.	E
1.2	Clear understanding of what makes outstanding teaching and learning in Islamic education.	E
1.3	Understanding of school finances and financial management.	E
1.4	Proven successful experience of leading and managing change at an appropriate level including the curriculum, classroom organisation and administration in a primary school.	E
1.5	Proven experience of high standards of classroom practice and ability to secure improvements in teaching by modelling exemplary classroom practice.	E
1.6	Previous involvement in staff recruitment, induction and staff development.	E
1.7	Evidence of successful management of a curricular or cross-curricular area.	E
1.8	Proven ability to develop fully the ability of all children with a diversity of cultural, social and linguistic experience.	E
1.9	Evidence of involvement in budget management or successful experience of resource planning and financial management.	D
1.10	Experience of working effectively with school communities and outside agencies to promote high expectations.	D
1.11	Experience of teaching and leading the Islamic education of children.	D
1.12	Ability to read, write and speak Arabic to a good standard.	D
2	Personal Qualities	
2.1	Personal and intellectual qualities required to set an example to others and to lead a school.	E
2.2	A high degree of organisational skills, decision-making and use of initiative.	E
2.3	Proven ability to work flexibly, to identify and to adapt to the changing needs of the school.	E



2.4	Understanding of and commitment to practising Islam.	<b>E</b>
2.5	Respect for the views of parents and a commitment to the importance of the involvement of parents in the learning process.	<b>E</b>
<b>3</b>	<b>Commitment to Excellence for all</b>	
3.1	A commitment to the maximising of academic and personal achievement for all pupils.	<b>E</b>
<b>4</b>	<b>Leading and Managing Change</b>	
4.1	Understanding of the Head Teacher's role in relation to children, the governing body, staff, curriculum and resources, including planning, preparation and assessment strategies.	<b>E</b>
4.2	Able to plan and implement a dynamic integrated Islamic education curriculum.	<b>E</b>
4.3	Skills and abilities required to advise teachers in their planning for areas of responsibility and teaching.	<b>E</b>
4.4	Previous experience as part of a Senior Leadership Team of a school.	<b>E</b>
4.5	Experience of successfully contributing to school improvement planning and implementation to raise standards.	<b>E</b>
4.6	Ability to use data and information to identify and adapt to the changing needs of the school.	<b>E</b>
4.7	Ability to establish and implement administration systems to ensure smooth running of the school.	<b>E</b>
4.8	Experience of linking planning, assessment and record keeping and teaching to raise standards.	<b>E</b>
4.9	Previous leadership role as a Head Teacher or deputising in the absence of the Head Teacher.	<b>D</b>
4.10	Experience of playing a significant role in managing change successfully.	<b>D</b>
4.11	Experience in mentoring NQTs & student teachers.	<b>D</b>
<b>5</b>	<b>Educational and Curriculum Matters</b>	
5.1	Understanding of the different ways that children learn, and the appropriateness of a variety of teaching styles to meet the individual learning needs of each child.	<b>E</b>



5.2	Ability to organise successfully the curriculum for a class of pupils of mixed abilities, aptitudes and educational needs through planning, preparation, monitoring and assessment.	E
5.3	Thorough knowledge of the areas of responsibility including its specific requirements in relation to the National Curriculum and learning strategies for children of all abilities.	E
5.4	Good general knowledge of the requirements of the secondary and primary Strategies and National Curriculum.	E
5.5	Good understanding of Islamic education, teaching of tahfiz and Islamic curriculum models appropriate for children.	E
5.6	Excellent organisational skills to create and maintain a stimulating and attractive learning environment.	E
<b>6</b>	<b>Performance Review</b>	
6.1	Ability to define effective measures for the performance of staff, pupils and classes and to keep these measures under systematic review.	E
<b>7</b>	<b>Record Keeping</b>	
7.1	Knowledge and understanding of effective record keeping, and its use to promote the educational and personal development of all children within the school.	E
<b>8</b>	<b>Behaviour and Ethos</b>	
8.1	Ability to oversee the pastoral welfare of all children and to promote good behaviour and discipline across the school.	E
8.2	Ability to maintain effective classroom discipline in a positive context and to promote well-ordered and self-disciplined behaviour.	E
<b>9</b>	<b>Interpersonal skills</b>	
9.1	Ability to successfully lead, manage, motivate, support and encourage staff through a collaborative approach.	E
9.2	Good interpersonal skills, the ability to work as member of a team and to develop and maintain good relations with all members of the school community.	E
<b>10</b>	<b>Communications</b>	
10.1	Ability to communicate clearly both orally and in writing with pupils, parents and colleagues, including the use of ICT.	E



10.2	Experience of involvement with a school Governing Body including making presentations on relevant issues.	<b>D</b>
<b>11</b>	<b>Health and Safety</b>	
11.1	Understanding of the responsibility of the class teacher and Leadership Team with regard to the health and safety of pupils in their care.	<b>E</b>
11.2	Commitment and practical experience of promoting health and safety, and child protection policies in whole school practice.	<b>E</b>
<b>12</b>	<b>Equal Opportunities</b>	
12.1	Commitment to an equal opportunities policy, in both service delivery and employment, and an understanding of its effective operation within a school.	<b>E</b>
12.2	Ability to ensure that each child's identity is respected, maintained and enhanced, and that stereotypes are challenged in a sensitive way.	<b>E</b>
<b>13</b>	<b>Education and Training</b>	
13.1	Qualified Teacher Status (QTS) for secondary sector.	<b>E</b>
13.2	Bachelor's degree or higher.	<b>E</b>
13.3	Recent and relevant training and professional development in relation to the secondary curriculum, management and teaching and learning.	<b>E</b>
13.4	A recognised Islamic qualification.	<b>D</b>

**E – Essential D – Desirable**