

## **JOB VACANCY – Madrasah Head Teacher**

### **Permanent Role**

**Part time:** 30 hours a week

**Reports to:** Head of Madarasah

**Salary range:** Competitive (salary is negotiable depending on experience and qualifications)

**Location:** Alfurqan Education Trust, Hounslow

### **Purpose of the role**

Alfurqan Education Trust requires a visionary leader who inspires and motivates all staff to provide outstanding teaching and learning. A dynamic leader who:

- Gains respect and trust throughout the Madrasah securing its success and improvement
- Plans and delivers improvements through effective management and delegation, ensuring high quality Islamic education for all its pupils and good standards of learning and achievement
- Establish close working relationships with staff and management to ensure that all children are eager to learn, encouraged to fulfil their potential and develop as confident Muslims
- To provide professional leadership for the Madrasah by setting clear and ambitious goals for self, colleagues, parents and pupils
- A professional, visible, welcoming and friendly individual who is an excellent communicator.

### **Job description**

#### **Strategic Direction and Development of the Madrasah**

- To provide an authentic Islamic education to the pupils from the pure and pristine teachings of the Qur'an & Sunnah of the Prophet (peace be upon him).
- To demonstrate strong and purposeful leadership for the staff and pupils.
- To work in partnership with management, staff and parents developing the ethos and values which underpin the madrasah.
- To provide visionary direction to develop operational plans and objectives which will secure madrasah long-term aims and goals.
- To develop a culture of openness, shared knowledge and resources, and collaborative working relationships with staff, pupils, parents, management and the wider community through involvement and engagement.
- To develop and promote positive strategies for work practices, evaluate and review the impact of policies, priorities and targets of the madrasah.

- To implement monitoring and evaluation techniques that continuously measure performance of the madrasah and respond and report to the management as required.
- Take an innovative approach to introducing new initiatives, ideas and practices which will enable the madrasah to address new challenges.
- Ensure that management, finances, organisation and administration of the madrasah supports its vision and aims.
- To ensure that madrasah policies and practices adhere to national, local and madrasah requirements.

### Teaching and Learning

- Actively nurture an Islamic environment that promotes and secures good teaching, effective learning, high standards of achievement and discipline.
- Proactively develop the curriculum including its relevance, implementation and assessment to the enhancement of the madrasah delivery.
- Ensure that all statutory requirements are met in financial and operational delivery.
- Ensure that teaching strategies are developed to maximize pupil learning and educational achievements are central to the madrasah strategy.
- Develop policies for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning, and standards of achievement of all pupils in the madrasah through appropriate methods.
- Determine and implement policies which create and promote positive strategies for developing good work practices including equality and diversity, promoting opportunities to receive a high-quality Islamic education regardless of race, gender, background or social status.
- Determine and implement positive strategic programme, which promote good Islamic behaviour and discipline and give support and clear guidance on discipline management.
- Develop and maintain effective links with the community, to extend the curriculum and enhance teaching and learning experiences.
- Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote extra-curricular activities in accordance with the educational aims of the madrasah.

### Leading and managing staff

- Create and implement staff training and development programmes to promote a culture of personal development and growth.
- Establish the provision of supported learning of staff incorporating regular reviews of the madrasah services and responding effectively.
- Promote opportunities of task ownership through delegation and devolution of responsibilities in a manner consistent with conditions of employment.

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals with the aim of assessing overall performance and success in relation to madrasah aims and objectives
- Implement and sustain effective systems for the management of staff performance, incorporating performance management and target.
- Promote and monitor the continuing professional development of staff, including the induction of newly recruited staff.
- Ensure that professional duties are fulfilled.
- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Head Teacher would benefit from further training and undergoing such training.
- Continue the development of good working relationships with management, staff, pupils, parents and the wider community.

### **Efficient and effective deployment of staff and resources**

- Develop and implement staff retention policies while proactively seeking to reduce staff turnover.
- Ensure suitable arrangements for the security and effective supervision of the madrasah buildings, contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control of madrasah finances.
- Manage and organise the space efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of Islamic education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

### **Accountability**

- Develop an understanding that the madrasah is foremost accountable for its performance to the children which it teaches and the parents who have entrusted the madrasah with the Islamic education of their children.
- Continue to develop an organisation in which all the staff recognise that they are responsible for the success of the madrasah.
- Present a coherent and accurate account of the madrasah's performance in a form appropriate to the range of audiences, including Muslim scholars and local da'ees, governors, the local community and others to enable them to fulfil their part effectively.

- Ensure that parents and pupils are well informed about the curriculum, attainment and progress of the madrasah.
- Encourage participative support and contribution that parents can make in supporting their child's learning and achieving the madrasah's targets for improvement.
- Provide information, objective advice and support to the management to enable it to meet its responsibilities for securing effective teaching, learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the management.

### **Safeguarding Children & Safer Recruitment**

- This madrasah is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2011 and expects all staff and volunteers to share this commitment.
- The Head Teacher will actively ensure that the Madrasah adheres to the AlFurqan Education Trust Safeguarding Policy and Procedures, through implementation, monitoring, review and information sharing.

### **Person specification**

#### **Essential Attributes**

- Ability to develop good working relationships
- Ability to create a stimulating learning environment
- Ability to share good practice
- Good teaching and learning skills
- An excellent record of attendance and punctuality
- Highly proficient with Microsoft office suite (Word, Excel, PowerPoint, OneDrive, and Outlook)
- Highly organised and process driven
- High level of attention to detail
- Strong team player
- Comfortable using own initiative and taking ownership of processes
- High levels of integrity and trustworthiness
- Able to handle confidential information
- Positive outlook and fun, with a good sense of humour
- Commitment to the aims and objectives of AlFurqan Education Trust

#### **Qualifications**

- Ideally a graduate or equivalent qualification
- Previous teaching and management experience is essential.

### Desirable

- PGCE
- Experience of working with volunteers
- Good organisational skills
- Excellent communication skills
- Very good writing skills
- IT literate and competent in using MS Office packages (Word, Excel, PowerPoint, Outlook)

### Benefits

- Salary range: very competitive depending on experience and qualifications
- The salary reflects the nature of the role in the charity sector
- You will be working in an Islamic environment where you will be able to consistently pray in the mosque and will be surrounded by people with a like-minded attitude to help others.

### How to apply

Please send your CV along with a statement explaining how you feel you can meet the requirements of this role to [AbuMahir@alfurqaneducationtrust.org](mailto:AbuMahir@alfurqaneducationtrust.org). We will consider applicants on a rolling basis with the final deadline for applications on 20<sup>th</sup> December 2020. Early submission is strongly encouraged. Please note that we will only be contacting shortlisted candidates.

*This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. The management will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.*

**IMPORTANT:** Successful candidate will have to go through a DBS check prior to being offered the final offer of employment

## Background to Alfurqan Education Trust

---

**Alfurqan Education Trust** is one of the leading UK mosque based in the heart of Hounslow in West London. Alfurqan has owned the premises it occupies now for the last 5 years but has been in a rental property before and have moved to our premises at the beginning of 2020, the trustees have been able to evolve the mosque and it's building to create a mosque that acts as a hub for the local community, consisting of prayer halls for men and women, a community hall and evening school for children. Plans are underway of incorporating more facilities for the benefit of the community.

### Educational Services:

- Ma'had classes for 15 years plus
- A weekly children's evening (2 days) and weekend(2days) Madrasah classes with over 400 children registered
- Hifdh classes that run 4 days a week with over 70 students
- Weekly Islamic talks attended by hundreds

### Celebrate Eid

- Alfurqan runs the bi-annual Celebrate Eid event in Lampton park, Hounslow. This is one of the largest outdoor Eid events in the borough with over 20,000 people attending. Arranged twice a year, this is a fantastic and fun community event for all, with a fairground, food stalls and much more.

### Other Major Activities:

- The Alfurqan youth football club, holds 1 football sessions per week for adults and children
- Sleep overs for the youth is also another activity which Alfurqan does at least once quarterly

**There are many more activities run by the organisation, making the centre an active hub for the community.**