

Job Title	Reports to	Tenure
Head of Arabic Qur'anic Studies	Head Teacher	2 Years
Role Overview		
The Head of Arabic Qur'anic Studies ensures that there is consistency of teaching, continuity in context, skills and high standards of learning within the subject area.		
Key Responsibilities		
• Commitment to attend school and associated events/activities for at least 90% of the academic year. • To coordinate teachers' schedules • To assist the Head and Deputy Head in the recruitment of new teaching volunteers and arranging relevant training and supervision. • Work alongside the school management team to ensure that procedures for safeguarding children are in place and that all teaching volunteers have read and understood their responsibilities. • Coordinate the development of a cohesive and effective long-term subject plan. • Review, monitor and evaluate current teaching practices and provide feedback to the Head and Deputy Head. • Conduct staff performance reviews based on formal observations by non-teaching staff. • Support, motivate and advise teaching volunteers, work alongside them in the development of their classroom management, and where appropriate lead by example. • Build professional capacity in all teaching volunteers within the subject area and help contribute to action planning in the subject for the School. • Be responsible for coordination of class movements, allocation and resource requirements. • Monitor the quality of teaching and learning, lead assessment for learning within the subject and report back to the Head Teacher. • Chair and document teacher meetings on a regular basis. • Act as the representative between teaching volunteers and the school management team.		
Accountability		
• Work in partnership with the Board of Trustees on a regular basis to fulfil the goals of the school and society. • Ensure that parents and pupils are well informed about curriculum attainment and progress, and are able to understand targets for improvement through a monitoring process. • Develop and encourage working partnerships with parents.		
Experience		
• A sound knowledge of the subject matter and an understanding of what constitutes quality education. • A clear understanding of a range of teaching styles and methods. • Experience of teaching, managing, developing, inspiring and motivating of staff (internal/external to school). • Teaching experience within the School of Islamic Studies (or similar desirable). • Management/Team Leading experience.		
Key Skills		
• Excellent proficiency in English language, both written and spoken. • A demonstrated ability to lead. • Hardworking with a commitment to raising standards and levels of attainment. • Good interpersonal skills; evidence of the development and maintenance of good relationships with all members of the school. • Ability to collaborate as a member of a team. • Proficiency using standard Office software applications.		