

Job Title	Reports to	Tenure
Head of Islamic Studies	Head Teacher	2 Years
Role Overview		
The Head of Islamic 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 and Deputy Head. • 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 preferable). • 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.		