

JOB DESCRIPTION & PERSON SPECIFICATION

SPIRITUAL LEAD AND HEAD OF ISLAMIC STUDIES

PERSON SPECIFICATION

Attributes	Criteria
Qualifications and Training	<ul style="list-style-type: none"> • Islamic Theology Qualification (Aalimiya Studies) • Qualified teacher status preferable • Evidence of recent training/professional development
Experience of	<ul style="list-style-type: none"> • Management, Teaching and learning in a school environment • Overseeing implementation of School Tarbiyyah Programme • Delivering Islamic Studies throughout KS3 & KS4 • Promoting a positive Islamic ethos and behaviour
Skills	<ul style="list-style-type: none"> • The ability to lead and manage the school team effectively and efficiently • Deliver and lead themed based assemblies • Provide pastoral care and support to pupils • Teach challenging, motivating and engaging lessons • Excellent communication skills, oral, written and presentational • The ability to deliver well planned, organised and innovative lessons • Make effective use of data as a basis of challenging and extending pupil progress • Ability to use ICT effectively and how it can be used to raise standards in the classroom
Knowledge and understanding of	<ul style="list-style-type: none"> • The importance of Tarbiyyah for all • Islamic Studies curriculum at KS1,KS2,KS 3 and KS4 • Other major world faiths • Assessment requirement in KS3 and KS4 Islamic Studies • how to use information and data to set targets, raise attainment and achievement • How children and young people learn, develop and progress through life stages and events • How to manage health and safety policy and promote and safeguard pupil welfare
Other	<ul style="list-style-type: none"> • A strong commitment to working with Staff, students and parents in developing Islamic Character • Willing to learn new skills and adapt existing ones • A willingness to be involved in extracurricular activities

	<ul style="list-style-type: none"> • A sense of humour, warmth, energy, stamina and resilience • To have an excellent record of attendance and punctuality
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JOB DESCRIPTION

Post Title	SPIRITUAL LEAD AND HEAD OF ISLAMIC STUDIES
Purpose	<ol style="list-style-type: none"> 1. To play a major role under the direction of the Executive Headteacher, Headteacher and Governors in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement 2. To provide an appropriately broad, balanced and differentiated learning experience for students, in accordance with the national curriculum, aims of the school and curriculum policies 3. To ensure commitment to an Islamic ethos and set of values in order to secure high quality learning, effective use of resources and improvement in standards of learning and achievement for all students. 4. To monitor and support the overall progress and development of students.
Reporting to	Executive Head teacher, Head teacher and Governors
<u>Key Responsibilities and Duties</u>	
Main Duties	<ol style="list-style-type: none"> 1. Strategic direction and development of Islamic Studies (IS) 2. Developing and maintaining the Islamic ethos of the school 3. Leading and managing staff in the context of ethos and IS 4. Efficient and effective deployment of staff and resources to support the school ethos and IS 5. Liaison with external agencies and people to do with IS and the school ethos 6. Organising and monitoring extra curricula activities (ECAs) to support the Islamic ethos 7. Undertake the main professional duties of a teacher as outlined in the most recent School Staff Handbook and School Policies and Documents 8. Promote and support all school policies. 9. Commit to continuing personal professional development.
Other Specific duties	<ol style="list-style-type: none"> 1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.	
Employees are expected to be courteous to colleagues and provide a welcoming environment to	

visitors.

The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.

This job description is current at the date shown, but in consultation with you, may be changed by the Management to reflect or anticipate changes to the job commensurate with the grade and job title.

Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check.