

Headteacher – Karima Weekday School



Part time: 10-15 hours a week (some flexibility required)

Core Hours: Monday to Friday, **4:45pm – 6:45pm** (school operational hours)

Additional **up to 5 hours per week** for leadership duties, planning, staff support, meetings, and other responsibilities outside of classroom time.

Reports to: Director of Education

Salary range: Negotiable depending on experience and qualifications

Location: Karima Weekday School, High Wycombe

We are seeking an inspiring, highly motivated, and enthusiastic school leader with a clear and compelling vision to enable every child to fulfil their potential.

As Headteacher, you will provide strong leadership, oversee the effective delivery of our curriculum, support staff, and ensure a positive Islamic learning environment that reflects our values and ethos.

Key Responsibilities:

- Lead the delivery of high-quality Islamic education to all pupils
- Ensure the safety, well-being, and support of all students
- Inspire and motivate both staff and students
- Engage effectively with parents and the wider community to maintain high standards of learning
- Carry out duties as directed by the Director of Education

Job description

- Provide strong and purposeful leadership for staff and pupils, rooted in Islamic values
- Develop and communicate a shared vision and strategic plan that inspires and motivates the school community and drives high standards of achievement
- Ensure the safeguarding and welfare of all pupils by fully implementing the school's child protection and safeguarding policies
- Promote and implement positive working practices and regularly review the effectiveness of school policies, priorities, and targets
- Establish systems for monitoring and evaluating school performance, and report outcomes to management as required
- Introduce and lead on innovative ideas, initiatives, and improvements to meet the evolving needs of the school
- Strengthen partnerships with staff, parents, management, and community stakeholders to support the school's ethos and growth
- Foster a positive, caring, and inclusive Islamic environment while promoting respect and understanding of other faiths and cultures

Teaching and learning

- Create and nurture an Islamic environment that supports high-quality teaching, effective learning, and strong behaviour and discipline
- Act as a pastoral lead by tracking student progress, identifying strengths and areas for improvement, and offering tailored support where needed

- Promote a well-structured curriculum that supports students' academic, social, and moral development, and helps them reach their full potential
- Encourage and support the development of extra-curricular activities that align with the educational aims and values of the school

Leading and managing staff

- Develop, promote, and monitor Continuous Professional Development (CPD) for staff, including delivering or arranging training and providing effective induction for new recruits
- Implement and sustain robust systems for managing staff performance and development
- Foster positive working relationships with management, staff, pupils, parents, and the wider community to support the school's mission and ethos

Resources and accountability

- Promote the understanding that the madrassah, its staff, teachings, and functions are an Amanah (trust) for which we are ultimately accountable before Allah Almighty
- Foster a culture of shared responsibility among staff for the success of the madrassah
- Develop and implement staff retention strategies to maintain a stable and committed team
- Ensure that allocated funds and resources are effectively managed to provide value for money and a supportive learning environment
- Keep parents and pupils well informed about the curriculum, student attainment, and overall progress

Personal specification:

Essential Attributes

- An excellent role model who follows the Quran and Sunnah
- Inspirational leader, able to motivate and empower staff and students
- Ability to build and communicate a clear vision of excellence for the school
- Skilled at creating a stimulating, inclusive, and supportive learning environment
- Passionate, driven, and committed to the role
- Energetic, enthusiastic, flexible, and resilient
- Confident decision-maker who follows through effectively
- Able to build trust and maintain excellent working relationships; handles conflicts sensitively with balanced and fair judgement
- Excellent communication skills, both verbal and written
- Strong organisational skills

Desirable Attributes:

- Experience with monitoring, evaluation, and target setting
- Previous teaching and management experience
- IT literate, competent in MS Office (Word, Excel, PowerPoint, Outlook)