

# Manchester Islamic Grammar School for Girls

## Job Description and Person Specification



MANCHESTER  
ISLAMIC  
GRAMMAR SCHOOL  
FOR GIRLS  
FAITH • LEARNING • LIFE

**Job Title:** Headteacher

**School Name:** Manchester Islamic Grammar School for Girls (MIGSG)

**School Type:** Independent Islamic School

**Salary:** Competitive, based on experience and qualifications, with performance based bonus linked to maintaining and improving academic achievements and standards; and meeting financial targets by increasing student enrolment.

### **Overview:**

The Board of Trustees at MIET are looking for someone who can take what is already excellent and adapt and build on this to meet the future demands of independent school families; who can win their trust and support; who can energise and inspire an excellent team of colleagues and who will be relentless in ensuring that every pupil receives the very best education across the school.

We are seeking an inspirational and dedicated Headteacher to lead our Girls Islamic School. Our school provides a high-quality, faith-based education that blends Islamic values with the national curriculum, fostering academic excellence and spiritual growth in a nurturing, disciplined environment.

The ideal candidate will be a practising sunni Muslim and have a proven track record of leadership in education, a deep understanding of Islamic ethos, and the ability to inspire students, staff, and the school community. The successful candidate will bring most or all of the following experience, skills and knowledge, leadership style and values:

### **Key Responsibilities**

#### **Leadership & Vision**

- Lead the school in alignment with its Islamic values, vision, and mission.
- Develop and implement strategic plans for continuous school improvement.
- Promote a strong Islamic identity while ensuring high academic standards and student well-being.
- Build a positive school culture rooted in Islamic morals, promoting spiritual, emotional, and academic development.

#### **Curriculum & Learning**

- Oversee the delivery of a balanced curriculum that integrates Islamic teachings with the UK national curriculum.
- Ensure excellence in both Islamic Studies and secular education subjects.
- Lead initiatives to enhance student learning outcomes, including academic interventions and enrichment programs.
- Monitor teaching standards, curriculum delivery, and student progress to ensure a high-quality learning experience.

#### **Staff Development & Management**

- Recruit, support, and develop a motivated and skilled teaching team.
- Foster a professional learning environment through coaching, mentoring, and performance management.
- Lead by example in embodying high ethical standards and professionalism.
- Encourage staff engagement in ongoing professional development and training, particularly related to Islamic education.

#### **Pupil Welfare & Safeguarding**

- Maintain a safe, supportive and inclusive environment for all students.
- Ensure that all safeguarding policies and procedures are adhered to, promoting the well-being of every child.
- Foster positive relationships between students, staff and parents, ensuring effective communication and partnership in students' education.

#### **Community & Parental Engagement**

- Act as the main ambassador of the school, building strong relationships with the local community, parents and other stakeholders.
- Organize and lead school events that promote Islamic values and community cohesion.



- Actively encourage parental involvement in school activities and their children's learning journey.

**School Promotion and Student Recruitment**

- Working with the Trust Office, develop and implement comprehensive marketing strategies aimed at attracting students and raising the school's profile locally, regionally and online.
- Lead initiatives to increase student enrolment, focusing on both retention and recruitment.
- Build and maintain relationships with local communities, feeder schools and other relevant stakeholders to promote the school.
- Plan and execute open days, school tours, community outreach events and other promotional activities to engage prospective students and their families.

**School Administration & Compliance**

- Ensure compliance with all relevant educational and health & safety regulations.
- Maintain and improve ISI ratings.
- Manage the school's resources effectively, ensuring sustainability and efficient use of finances.
- Report regularly to the Board of Trustees on school performance, developments and areas for improvement.
- Oversee administrative functions, including school policies, timetabling and record-keeping.

**School Promotion and Student Recruitment**

- Plan and execute open days, school tours, community outreach events and other promotional activities to engage prospective students and their families.

**External Engagement**

- To develop MIGSG as an outward-facing, engaged institution with a commitment to sharing best practice and contributing to the community locally and globally.
- To be a compelling ambassador for MIGSG and its education, effectively communicating the school's vision and ethos.
- To build and develop strong relationships with a range of stakeholders including current and prospective parents, potential feeder schools, alumnae and others

**Financial and Business Leadership**

- To work closely with the Finance Function to ensure effective financial and resource management.
- To lead with an entrepreneurial spirit and a proactive approach to income diversification to maximise current and future income opportunities.
- Contribute to the financial sustainability of the school by driving student recruitment and managing associated marketing budgets effectively.
- Report regularly to the Board of Governors on progress toward enrolment targets, marketing initiatives and overall school performance.
- To fully embrace fundraising activities as an integral part of successful 21st century headship through new initiatives.

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### Person Specification: Headteacher

This person specification outlines the qualities, skills and experience required to lead a dynamic and thriving Islamic girls school. The successful candidate will be a dedicated leader, combining deep Islamic values with a commitment to educational excellence and community engagement.

The following outlines the essential and desirable criteria for the role of Headteacher at MIGSG. The successful candidate will be an inspiring leader, committed to promoting both Islamic values and academic excellence.

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### Qualifications and Training

#### Essential

- Qualified Teacher Status (QTS) or equivalent.
- A degree in Education or a related subject.
- Evidence of continued professional development in school leadership, teaching and learning.
- Training in safeguarding, mental health and well-being.

#### Desirable

- A Master's degree in Educational Leadership, Management or a related field.
- Additional qualifications in Islamic Education or related subjects.

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### Experience

#### Essential

- Significant leadership experience in a senior role within a school with evidence of impact
- Strong understanding of Islamic principles, teachings and values.
- Excellent knowledge of the UK national curriculum and relevant educational frameworks.
- Demonstrated ability to lead and manage staff, as well as to develop strong relationships with students, parents and the community.
- Proven track record of improving school performance and raising academic standards.
- Experience in managing and developing staff through performance management, coaching and mentoring.
- Experience in financial management and resource allocation within an educational context.

#### Desirable

- Experience in faith-based schools, ideally Islamic schools.
- Experience in girls-only educational settings.
- Demonstrated experience in successfully integrating faith-based values with secular curricula
- Experience in dealing with diverse student populations and understanding different cultural backgrounds.
- Familiarity with the ISI and Ofsted inspection framework and procedures.

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### Vision and Strategic Leadership:

#### Essential

- To provide inspirational, innovative and effective leadership, recognising and valuing the expertise of others and enabling each individual to deliver their remits to the highest possible standards and a clear vision aligned with Islamic values and academic excellence.
- Working with and through the leadership team to recruit, develop and retain the very best teaching and non-teaching staff, with the target of positioning MIGSG as a 'destination school'.
- To develop and deliver an ambitious strategy which builds on the school's existing strengths and ensures that MIGSG continues to develop and drive towards being a leader in education.
- To oversee the strategic development of the whole school, working closely with the Senior Management.

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### Skills and Abilities

#### Essential

- **Communication:** Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of stakeholders, including parents, staff, Trustees and external bodies.

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- **Strategic Thinking:** Ability to think strategically and implement long-term plans for school improvement, staff development and curriculum delivery.
- **Decision Making:** Strong decision-making skills, with the ability to manage complex situations and resolve conflicts diplomatically.
- **Curriculum Management:** A strong understanding of both the UK national curriculum and Islamic Studies, with the ability to integrate these effectively within the school's educational framework.
- **Team Management:** Ability to lead, manage and inspire a team of teachers and support staff, fostering a collaborative and supportive working environment.
- **Student Welfare:** Strong commitment to safeguarding, student welfare, and inclusive education, ensuring that every child's personal, social and academic needs are met.
- **Parent and Community Engagement:** Proven ability to build positive relationships with parents and engage the wider community in the life of the school.

### Desirable

- Fluency in another relevant language (e.g., Arabic, Urdu).
- Competency in using school management systems and data analysis tools for tracking student progress and performance.

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### Knowledge

#### Essential

- Strong understanding of the UK educational system, including national curriculum requirements, assessment frameworks and ISI and Ofsted inspection criteria.
- Up-to-date knowledge of safeguarding legislation, child protection policies and best practices in pupil well-being.
- In-depth knowledge of Islamic teachings, values, and principles and how they can be integrated into education.

#### Desirable

- Knowledge of Islamic pedagogy and curriculum development specific to girls education.
- Familiarity with current trends in faith-based education, including best practices for developing students' spiritual, emotional and academic growth.

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### Personal Qualities

#### Essential

- **Commitment to Islamic Values:** A strong personal commitment to Islamic values and an ability to model these values in leadership and teaching.
- **Integrity and Professionalism:** Demonstrates high ethical standards, integrity and professionalism in all aspects of school leadership.
- **Empathy and Compassion:** Approachable, empathetic, and supportive, with a genuine concern for students' well-being, staff morale and community relationships.
- **Resilience and Adaptability:** Ability to handle the pressures of school leadership, manage challenges effectively and adapt to changing circumstances.
- **Visionary Leadership:** A visionary leader who can set ambitious goals and inspire others to achieve them, fostering a culture of continuous improvement.

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### Other Requirements

#### Essential

- A practising sunni Muslim
  - A commitment to maintaining and enhancing the Islamic ethos of the school.
  - Willingness to participate in extracurricular activities and school events that promote Islamic values and community engagement.
  - Satisfactory DBS (Disclosure and Barring Service) clearance and references.
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