

Head of Education

Green Lane Masjid & Community Centre

CONTRACT TYPE: 37.5 hours, full-time.

REPORTS TO: CEO

SALARY: £37,000.00 – £42,000.00 (dependent upon experience)

LOCATION: Green Lane Masjid and Community Centre

BACKGROUND TO GLMCC:

Green Lane Masjid and Community Centre is a leading UK mosque situated in the heart of Birmingham serving the community since 1979. Operating from its award-winning grade II listed Victorian building, GLMCC fulfils its mission of inspiring, educating and serving through its educational college, outreach work, welfare services, youth work, international humanitarian wing, as well as its fully functional mosque which is attended by thousands every week

1. PURPOSE OF THE ROLE:

The Head of Education will be responsible for the strategic planning, management and direction of religious, academic and vocational education at GLMCC. Working closely with the existing departments, including the Madrasah, Children's Holiday Programmes, and the Adult Education department, this role involves ensuring they operate efficiently and effectively, meeting key objectives that align with the values and goals of the organisation.

The Head of Education will also provide leadership regarding the development of educational policies, teaching and learning, curriculum development and quality assurance.

2. MAIN RESPONSIBILITIES:

Organisational management of education departments

- In collaboration with the CEO, directly line manage headteachers and project coordinators to ensure effective planning, allocation, support and evaluation of work of teams and individuals.
- Manage academic and religious calendar timelines, budgets, and resources to ensure efficient delivery across the departments.
- Ensure evidence-based improvement plans and policies, aligned to departmental audits to promote continuous improvement.
- Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels across the departments.
- Understand the role of relevant regulatory bodies and ensure staff are both aware of and compliant with the regulations, providing awareness training workshops as and when required.
- Present a coherent and accurate account of the performance of all departments to the CEO, producing improvement plans and policies periodically.
- Provide advice and support to headteachers, liaising with the local authority and working with other agencies as necessary to ensure child protection and safeguarding concerns are dealt with promptly and effectively.
- Support heads of department in recruitment, retention and the deployment of staff appropriately.
- Perform any other such duties as the CEO may from time to time determine.

Leading Learning and Teaching

- Ensure all resources, materials and supplies are available and ready for use.
- Coordinate a planned annual cycle of assessment, monitoring, evaluation and reporting
- Ensure a consistent and continuous department-wide focus on student achievement is maintained using data and benchmarks to evaluate progress.
- Lead in analysing and interpreting information on student progress to inform planning for improvement.
- Develop relevant strategies for improvement.

3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS:		
1.	Postgraduate or equivalent qualification in educational leadership	DESIRABLE
EXPERIENCE:		
2.	3-5 years senior management in education	ESSENTIAL
3.	Proven success in writing and implementing school improvement plans	ESSENTIAL
4.	Day to day operational management of school and/or departments	DESIRABLE
5.	Experience of working in a professional environment for over 5 years.	DESIRABLE
6.	Proven experience in managing a diverse team.	DESIRABLE
7.	Experience managing budgets and logistics.	DESIRABLE
SKILLS AND ATTRIBUTES:		
8.	Strong Islamic character and values.	ESSENTIAL
9.	Professional and polite under all circumstances, adhering to Islamic principles.	ESSENTIAL
10.	Commitment to the aims and objectives of GLMCC.	ESSENTIAL
10.	Excellent communication skills in English (written and verbal).	ESSENTIAL
11.	IT literate and competent in using MS Office packages (Excel, PowerPoint, Outlook).	ESSENTIAL
12.	Able to manage a demanding workload and work within tight deadlines.	ESSENTIAL
13.	Familiarity with social media platforms and event marketing strategies	DESIRABLE

4. BENEFITS

- Enjoy 28 days of annual leave, inclusive of public holidays.
- Additional days off for Eid.
- Discounts on GLM educational courses.
- Free Madrasah places for your children.
- Additional leave for Hajj or exceptional circumstances.
- Continuous professional development tailored to your role
- Conducive working religious environment.
- Shariah-compliant pension offered.

DISCLAIMER:

This job description is only a summary of the typical functions of the job, it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Due to the nature of the role, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description. Other duties, as assigned, might be part of the job. Ultimately, all post holders at Green Lane Masjid and Community Centre are expected to be working to the best of their abilities seeking the pleasure of Allah (SWT).

Applications for this role will be accepted until **Friday 17th October 2025**

To apply, please email your CV and a covering letter to HR@greenlanemasjid.org