

Madrasah Headteacher

Green Lane Masjid & Community Centre

CONTRACT TYPE: 37.5 hours, full-time.

REPORTS TO: Head of Education

SALARY: £30,000.00 – £35,000.00 (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 purpose of the role is to lead, manage, and oversee the Madrasah programme at Green Lane Masjid. This includes both Onsite, Online, and Pure Hifdh components, ensuring the delivery of high-quality education and nurturing the spiritual and academic growth of students. The Headteacher will drive the vision for the Madrasah and work to enhance the educational experience for students, staff, and families.

2. MAIN RESPONSIBILITIES:

Leadership and Management:

- Lead and manage the Madrasah's teaching staff (50+), Madrasah Administrator, and Deputy Headteacher to ensure educational and operational objectives are met.
- Develop and implement a strategic plan for the Madrasah, including Onsite, Online, and Pure Hifdh learning initiatives.
- Ensure that the Madrasah aligns with GLMCC's mission and values.
- Oversee the recruitment, training, and performance management of Madrasah staff.
- Lead regular staff meetings to ensure communication, continuous development, and coordination
- Report regularly to the CEO and Head of Education on progress, challenges, and achievements.
- Ensure continuous improvement in teaching practices and the overall educational experience.
- Manage the Madrasah budget and resources, ensuring efficient allocation to support operational needs

Educational Delivery

- Oversee the smooth operation of onsite and online classes, ensuring consistency in the delivery of content across platforms.
- Oversee curriculum development, ensuring it meets the educational needs of the students and adheres to Islamic principles.
- Support staff in delivering high-quality lessons and in resolving academic or behavioural issues.
- Maintain a safe and engaging learning environment for all students.

- Regularly assess student progress and performance, identifying areas for improvement and implementing action plans.

Operations and Administration:

- Develop and implement operational policies and procedures for the Madrasah.
- Manage the Madrasah timetable, annual calendar and staff scheduling.
- Oversee the allocation and management of educational resources, ensuring teachers and students have the tools they need for success.
- Monitor student attendance, performance, and progress.
- Ensure the Madrasah is compliant with GDPR regulations, maintaining confidentiality of student data and ensuring data protection standards are met.

Parent and Community Engagement:

- Chair and organise regular parent meetings to provide updates on student progress and foster strong relationships between the Madrasah and families.
- Ensure clear communication with parents regarding academic achievements, behavioural expectations, and upcoming events.
- Actively engage with the wider community, ensuring the Madrasah's activities contribute positively to local initiatives and community development.

Safeguarding:

- Act as the Designated Safeguarding Lead (DSL) for the Madrasah, ensuring all safeguarding procedures are followed in line with GLMCC's policy.
- Ensure that all staff are trained and compliant with safeguarding policies and procedures.
- Regularly review and update safeguarding policies to ensure they are in line with current legislation and best practices.
- Maintain clear and detailed records of safeguarding concerns and incidents, reporting them to relevant authorities when necessary.
- Foster a safe, supportive, and respectful environment where all students feel secure and valued.

Behavioural Management:

- Oversee the implementation of effective behavioural management strategies to support student conduct.
- Provide guidance and support to teaching staff in handling behavioural issues, ensuring consistency in the approach to discipline.
- Collaborate with parents and staff to address and resolve any behavioural challenges, prioritising a positive learning environment.
- Implement strategies for promoting positive student behaviour and addressing concerns in a proactive manner.

PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS:		
1.	Islamic education qualification	DESIRABLE
2.	A graduate with a relevant educational qualification.	ESSENTIAL
EXPERIENCE:		
3.	Experience in a leadership role in education	ESSENTIAL
4.	Experience managing online education platforms	ESSENTIAL
5.	Proven experience in an Islamic educational institution	ESSENTIAL
6.	Proven experience in managing a wide team of staff and volunteers	ESSENTIAL
7.	Experience as a Designated Safeguarding Lead (DSL)	ESSENTIAL
8.	Knowledge of GDPR and data protection laws	ESSENTIAL
6.	Experience in financial management, including budgeting and resource allocation	ESSENTIAL
ATTRIBUTES:		
7.	Ability to develop good working relationships.	ESSENTIAL
8.	Ability to lead, manage and inspire a team.	ESSENTIAL
10.	Strong Islamic character and values.	ESSENTIAL
11.	Energy, enthusiasm, flexibility, and resilience.	ESSENTIAL
12.	Professional and polite under all circumstances, adhering to Islamic principles.	ESSENTIAL
13.	Commitment to the aims and objectives of GLMCC.	ESSENTIAL
14.	Excellent communication skills in English (written and verbal).	ESSENTIAL
15.	Able to manage a demanding workload and work within tight deadlines.	ESSENTIAL
16.	IT literate and competent in using MS Office packages (Excel, PowerPoint, Outlook).	ESSENTIAL

3. 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.
- Bright Exchange discounts available.
- Volunteering options for employees.

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 **Wednesday 31st December 2025**

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