

# Secondary Department Head

Muhammadi Madrasah

## Background

- We look after about 120 male and female students of the age of approximately 11 - 16. Students are split into four year groups and are typically split by gender.
- Students typically join S1 having graduated from Primary, and leave S4 to study GCSE at the Madrasah. A few secondary students join new and leave the Madrasah each year.
- Three subjects are taught each week, being (1) Qur'an, (2) Ethics and Law and (3) History. There is an established framework for each subject.

## Vision

- Our vision is to develop the management of the Secondary department by sharing the three key responsibilities between three volunteers, who each have a distinct focus.
- Our priorities are:
  - a. 'personalising' the Madrasah, by tracking the progress of each student
  - b. 'uplifting' teaching standards, by supporting individual teachers
  - c. 'engaging' students, through activities, resources, and trips

## Role

- The role reports to the Principal of the Madrasah
- The role oversees three team members:
  - a. Secondary Co-Ordinator (Student Welfare)
  - b. Secondary Co-Ordinator (Teaching and Learning)
  - c. Secondary Co-Ordinator (Special Activities)
- Purpose of the role is to lead the Secondary department.
- This role would primarily involve:
  - a. oversee the work of the three co-ordinators: agreeing milestones, monitoring progress and supporting where required.
  - b. exploring how the processes of the Secondary Department can be improved, to lead to better results for students.
  - c. acting as a point of escalation for the three co-ordinators, in difficult decisions and conversations (with students, parents and teachers).
  - d. linking with Primary Department Head, GLC, GCSE and Administrators as part of the Senior Management Team of the Madrasah.
- This role would likely require approximately 160 hours a year, being 4 hours for each of the 35 teaching weeks, as well as a meeting with the wider Madrasah team for 1½ hours each month.
- The expectation would be for the Secondary Department Head to attend each Sunday during term time, to complete the role effectively.