



## WEST LONDON ISLAMIC CENTRE

### JOB DESCRIPTION FOR ROLE OF HEAD OF EDUCATION

[www.wliconline.org](http://www.wliconline.org)

<b>JOB TITLE:</b>	Head of Education
<b>JOB TYPE:</b>	Full time
<b>SALA RY:</b>	£40,000 + (Dependent on Experience)
<b>RESPONSIBLE TO:</b>	CEO & Executive

#### JOB PURPOSE:

The WLIC Head of Education, will be responsible for overseeing all aspects of high quality academic services for the new WLIC Education Faculty, ensuring efficient operations, staff recruitment, financial administration, student management, risk assessment, regulatory compliance and fostering an effective, respectful, collaborative and positive learning environment for all our future students and adult learning programmes/courses.

#### LEADERSHIP AND EDUCATION FACULTY MANAGEMENT

The WLIC Head of Education will provide strong, effective and inspiring leadership to the organisation and senior management in the delivery of its strategic educational objectives.

##### **The Head of Education will:**

- Work with the CEO, Office Bearers and Executive Committee to develop and enhance WLIC's Educational Vision, Values and Strategic Objectives, in conjunction with WLIC's wider organisational body UKIM and its National Education Team.
- Work together with the CEO, Office Bearers and Executive Committee to devise and implement a collaborative and sustainable Education Services Plan for WLIC.
- Lead the development, implementation, monitoring and evaluation of the WLIC's strategic Education Services Plan, it's goals, objectives, policies and finances.
- Take overall responsibility for the faculties performance management in all area of activities including student & staff management, recruitment, training & service delivery, including development of Special Educational Needs (SEN) programs.
- Ensure that the WLIC Education Faculty has the appropriate management systems, policies, procedures, processes, structures and culture to carry out its work with excellence, effectively, efficiently and safely, including taking appropriate steps in managing risks and establishing adequate operational planning and financial management control. This includes Safeguarding and Quality Management Systems.

- Ensure compliance with all relevant legislation, including employment law, charity law, company law and health & safety legislation, including the regular review of all educational policies and procedures.
- Inspire and motivate Education Faculty staff and volunteers to ensure they are focussed on achieving WLIC's vision, mission and strategic priorities.
- Ensure development and implementation of a recruitment and human resources strategy including recruitment, supervision, appraisal and development.
- Develop the WLIC Education Faculty and programmes into a learning hub that is constantly seeking to improve its performance, standards and service delivery.
- Develop, nurture and maintain a professional, inclusive, cooperative and harmonious working environment and high-performance culture, that attracts and retains high calibre staff and volunteers.

## **OPERATIONAL & FINANCIAL MANAGEMENT**

The Head of Education will be responsible for the overall financial health of the WLIC Education Faculty, they will establish operational processes, collect fees, generate revenue, manage third party educational contractors/partners, monitor financial budgets, whilst providing regular management reports and an annual report.

### **The Head of Education will:**

- Ensure the WLIC has an effective safeguarding and risk management framework and strategy, including the identification, assessment, mitigation, recording and regular review of risk. Bring to the attention of the Executive Committee any major risks that have been identified.
- Oversee all operational and delivery aspects of the WLIC education services.
- Prepare lesson plans, ensure classes are delivered in accordance to the UKIM curriculum, ensure progress of students is tested and evaluated, logged and monitored. Manage the upkeep of all faculty facilities and teaching resources. Ensure supply teachers are available and education faculty policies relating to homework, uniform and discipline are adhered to. Lead and oversee planning and participation in weekly assemblies, all student assessments and teacher training.
- Maintain student/teacher records, including attendance registers, progress reports and financial records. Procure required educational materials and resources. Lead and organise periodic parent meetings on student progress/support and teacher recruitment, interview, DBS check, appraisal/review meetings.
- Ensure appropriate operational and financial controls are in place for the WLIC Education Faculty and reinforce accountability at all levels where funding and delegated authority are involved.
- Protect and enhance the reputation, profile and impact of the organisation. Deal with any crisis (reputational or otherwise) in a proactive, appropriate and timely manner.

## **WORKING WITH THE EXECUTIVE COMMITTEE**

The Head of Education will work with the WLIC Chief Executive Officer and Executive Committee to ensure its decisions and duties are carried out.

### **The Head of Education will:**

- Prepare a strategic Education Faculty plan, an annual operational plan and a budget for approval by the Executive Committee.
- Ensure the Executive Committee can adequately, monitor annual plans, targets and performance by providing regular strategic, operational and financial reports.
- Provide the Executive Committee with all necessary advice, guidance and information on matters relating to the Education Faculty performance, current regulatory and legal compliance, and other appropriate matters, making sure it is timely, factual, balanced and relevant.
- Give advice to the Executive Committee about educational developments and trends in the third sector.
- Establish an annual Education Faculty Services calendar for programmes, training, planning and development.

## **GENERAL**

The West London Islamic Centre is an organisation that seeks to set the highest standards and thrives through the 'added value' brought by employees and volunteers.

### **The Head of Education will:**

- Maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders.
- Work flexibly and undertake any other duties agreed with the Executive Committee.
- Support all departments and projects of the WLIC and participate in multi-disciplinary cross-organisational groups, project teams and outreach programming.
- Arrange and attend SMT, staff and committee meetings when required.

Normal working hours will be agreed with the Executive Committee; however, some flexibility will be required to meet the requirements of the role.

**THIS JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW AND ALTERATIONS  
MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE  
ORGANISATION.**

**WEST LONDON ISLAMIC CENTRE****PERSON SPECIFICATION FOR THE ROLE OF HEAD OF EDUCATION**

Candidates will be required to demonstrate evidence of all the essential criteria in the application form and interview. **E** - Essential **D** - Desirable

<b>1. Skills and Experience</b>		<b>Essential or Desirable</b>
1.1	Postgraduate with at least 5 years' experience in a senior educational, academic or private sector setting, with a strong understanding of safeguarding, child protection, privacy & data protection.	<b>E</b>
1.2	PGCE / QTS, with in-service training and/or further professional development.	<b>E</b>
1.3	Knowledge & experience of developing and delivering religious, social welfare and educational services and projects to Muslim communities.	<b>E</b>
1.4	Experience of effective personnel management, excellent interpersonal skills, with the ability to inspire and motivate others.	<b>E</b>
1.5	Experience of working closely in cooperation with an Executive Board, consulting, advising and guiding robust decision-making.	<b>E</b>
1.6	Qualifications & experience of teaching Islamic Studies, Qur'an or national curricular in class environment.	<b>D</b>
1.7	Knowledge and understanding of effective classroom strategies, staff training, student management & pastoral care.	<b>E</b>
1.8	Proven negotiation skills, with the ability to liaise and consult effectively with a range of individuals, partners, including coordination of diverse interests.	<b>E</b>
1.9	Team player, with ability to maintain high standards in departmental staffing, student discipline and behaviour.	<b>E</b>
1.10	Excellent organisational skills, including punctuality & time management.	<b>E</b>
1.11	Excellent problem-solving skills.	<b>E</b>
1.12	Excellent command of English, both written and verbal.	<b>E</b>
1.13	Proven ability to provide effective reports, presentations etc.	<b>E</b>
1.14	Experience in overseeing the development of policies and similar documents.	<b>E</b>
1.15	Proficient in the use ICT/MS Office applications.	<b>E</b>
1.16	A successful track record of developing and translating strategic plans and decisions into operational practice.	<b>E</b>
1.17	Willing to work flexible hours & multi-lingual skills.	<b>D</b>
1.18	Successful experience of implementing a performance management system.	<b>D</b>



## WEST LONDON ISLAMIC CENTRE

### CANDIDATE INFORMATION FOR THE ROLE OF HEAD OF EDUCATION

The Head of Education is a new role for the West London Islamic Centre (WLIC), created with the aim of raising standards as we continue to develop and improve. As one of the largest mosques and Islamic centres in London, currently still expanding, it is vital we have strong departmental leadership to take us forward.

The WLIC Head of Education, will be responsible for overseeing all aspects of the brand new WLIC Education Faculty, ensuring efficient operations, staff recruitment, financial management, regulatory compliance and fostering an effective, respectful, collaborative and positive learning environment for all our future students and learning programmes.

This role involves direct line management of the academic and student services teams as well as collaborating with the other centre departments to uphold academic and organisational standards. Reporting to senior management, you will play a crucial role in organising and delivering educational services, formulating reports, monitoring performance metrics, implementing and overseeing academic policies to achieve our communities educational aspirations and objectives.

This is a senior role within the organisation and the role will require previous experience in a comparable management position in an academic setting, with extensive knowledge of Higher Education regulatory frameworks, policies and procedures. The WLIC Head of Education is responsible for organising, managing, developing and strengthening WLIC's academic and student support services, quality assurance and enhancement.

The WLIC Head of Education will act as the expert in academic standards, oversight, programme management, student services and academic quality & compliance for the organisation and as such undertakes a senior responsibility within the smooth operational and administrative management of the Faculties day to day operations. Your commitment to our mission and vision should drive an ethos of excellence in serving our congregation and wider society, so that the WLIC is a model for the Muslim community and charity sector.

You will lead on all aspects of Faculty work, including strategy, planning, operations, external relationships, communications, accounting and audit, budgetary oversight and controls, income generation, and reporting internally and externally.

Above all, you will strive to do all this, in a manner pleasing to Allah (SWT), in accordance with the Book of Allah (SWT) and the Sunnah of the Prophet (PBUH).

The successful candidate will undergo an enhanced DBS check and will require two satisfactory written references.

Only the applicants shortlisted will be notified.

**To apply please send your CV and a covering letter evidencing all points from the essential skills and qualifications list to [ceo@wlic.org.uk](mailto:ceo@wlic.org.uk)**



## ABOUT THE WEST LONDON ISLAMIC CENTRE (WLIC)

### BUILDING A MODERN & VISIONARY MASJID SERVING ALL OF LONDON

The UKIM West London Islamic Centre (WLIC) has served the Muslim community of West London for over 40 years. The Masjid has an admirable reputation, having achieved prominence for its welcoming, considerate and organised culture, as evident amongst the exceptionally diverse congregation and staff. In addition to the daily prayers, the new Centre provides a wide range of services and activities. With over 60,000 Muslims now residing in Ealing and over 1 million in the capital, our new purpose-built Mosque has a focus on the delivery of vital services benefiting the Muslim community, with particular emphasis on youth, community welfare and education.

### WLIC OBJECTIVES, VISION & VALUES

- To present and exemplify the Islamic way of life as defined and prescribed by Allah (swt) in the Qur'an, the Sunnah or example of the final Prophet Muhammad (pbuh) and as practiced by his Companions (ra), helping to foster and advance a morally upstanding, modest, united, chaste, religiously God conscious and peaceful society.
- To be open and inclusive in all its undertakings for men, women and the youth, empowering and enabling Muslims to achieve their spiritual, educational, physical, socio-economic and cultural aspirations, whilst inspiring them to play a participatory role in the development of the wider community.
- To provide a range of holistic, culturally sensitive services and facilities for the communities of the Borough of Ealing and London with a view to improving quality of life and enhancing community cohesion.
- To promote and encourage mutual appreciation and friendly relations between Muslims and non-Muslims through inter-faith dialogue and outreach.
- To work closely with like-minded local, regional and national voluntary and public sector organisations to deliver projects focused on general welfare, health awareness, youth development, community chaplaincy and social justice.
- To strengthen the bonds of brotherhood and sisterhood amongst the Muslim community, reconcile differences and help protect and preserve its British Muslim and Islamic identity.
- To protect, maintain and develop the assets, finances and resources of the Masjid and its Waqf for the benefit of the community it serves.