



# HUJJAT PRIMARY SCHOOL

**Headteacher**

**Application Pack**

**2019/20**

**Permanent, Full Time**

**Leadership L17 – 23 Outer London**

**£62,438 to £71,836**

*(initial part time or secondment working arrangements considered)*



## Welcome

Thank you for your interest in this unique and exciting opportunity to play an instrumental role in the development of a brand-new free school in Harrow.

We will be welcoming children of all faiths and none, starting with 60 children across two Reception classes in September 2020, and are seeking a Headteacher with the vision and passion to shape the school prior to its opening, and develop and embed the school as an integral part of the community thereafter. Faith of a particular kind is not necessary, but what is essential is:

- Experience of effective senior leadership
- A proven track of record of teaching and curriculum excellence
- Full understanding and commitment to safeguarding all members of the school community
- Sound knowledge of current educational legislation, policy and guidance
- An understanding of budgeting and financial management
- A commitment to nurturing and valuing both pupils and staff in order to achieve at the highest levels
- Ability to work successfully with a range of stakeholders but especially parents and the community
- A clear plan for creating a culture of high expectation and generating the best possible outcomes.

The Trust's vision is to develop a school infused with positivity, creativity and passion for learning, which raises all children's aspirations regardless of their backgrounds.

School years are amongst the most influential period in our lives. Using Hujjat Primary's values-based approach to education, the Headteacher will work with the Trust Board to create a happy and inclusive environment inspired by Islamic values where children can indulge their curiosity, develop a lifelong love for learning, and build the foundation from which they can grow to become ethical, responsible and inspirational members of society.

***"pursuit of knowledge***

***kindness & honesty***

***peace & equality***

***freedom of speech & thought"***



## Ethos

Our faith designation will be reflected in the values of the school, fostering cohesion and placing the school at the heart of the community.

The universally accepted human values and principles that are also cornerstones of the Islamic faith, will be promoted and embedded into the fabric of the school through the curriculum and the behaviour policy, ensuring that everyone, adults and children, of all faiths and none, can identify with and benefit from them.



## Location

Based in an existing building in Harrow Weald, surrounded by nature yet close to local amenities and transport links, Hujjat Primary School has been scheduled by the DfE to open in September 2020 as Harrow's first Muslim faith designated Free School, and will have capacity for 420 children across seven year groups by 2022.

Harrow is a vibrant, diverse borough with a history of strong educational standards and many schools achieving above the expected national levels. The primary schools are very supportive of each other and often work on new initiatives together. The successful applicant will have the opportunity to shape not only the educational plan and curriculum, but also the learning spaces throughout the school and its grounds as the building undergoes complete refurbishment.



## Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement will therefore go hand-in-hand with the nurture of values, which underpin the development of good character.

Led and developed by our appointed headteacher, the curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Confident, respectful  
and effective  
communicators who  
can express themselves,  
make informed choices  
and build positive  
relationships*

*Successful learners,  
able to think,  
question and reflect  
independently*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

*Well-rounded and responsible  
citizens with a respect and  
appreciation for the rights,  
views, values and property of  
others, and who make a positive  
contribution to the school and  
the community beyond*

Hujjat Primary School will embody high expectations, high standards, and enable children to extend their learning to engage with local, national and international initiatives which will reflect the diversity in our community both within and outside the school.



## Governance

The Hujjat School Trust was established in response to parental demand for a high performing school that could foster cohesion and promote a better understanding of the Islamic faith across the community. Approved in 2016, the team of educationalists, business professionals, local parents, community members and faith leaders have worked closely with the DfE to secure the site and are now preparing for the opening of the school in 2020.

## The vacancy

We are now seeking to appoint an inspirational and committed leader to drive the Trust's vision for Hujjat Primary School to reality.

Working in collaboration with the Trust Board, the DfE, the Local Authority, partner schools and the Trust's education partner, the Elliot Foundation, the successful candidate will shape and create all aspects of the school in readiness for welcoming our first students and families. They will play a key role in building links with the community and stakeholders, and recruiting the staff and services necessary to secure the successful opening of the school in September 2020. Part time or secondment based working arrangements can be considered during this time.

Once open, the Headteacher will continue to work closely with the Trust Board and other stakeholders to develop and embed the school within the community.

This role is an exciting opportunity for an existing or aspiring headteacher who is keen to take on a fresh challenge and would relish the opportunity to deliver and lead a brand-new school from the outset. More importantly, it provides the post holder with the opportunity to fulfil a role that serves a truly meaningful purpose in shaping the education and life chances of the children and young people in the community.

Please refer to the job description and person specification below for further details.

The Trust is committed to offering a variety of comprehensive learning and developmental opportunities for the successful candidate and the team of staff they build.



## How to apply

Candidates of all faiths and none are very welcome to apply.

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion in relation to the role, please do not hesitate to contact Shaheen Hirji, Chair, on [shaheen.hirji@hujjatschool.org](mailto:shaheen.hirji@hujjatschool.org)

To apply, please complete an application form and send it, together with a covering letter explaining your interest and how your passion, experience and skills will secure successful delivery of the role, via email to [info@hujjatschool.org](mailto:info@hujjatschool.org)

**Closing date for applications: Monday 16<sup>th</sup> September 2019, 1pm**

**Interview date: Friday 20<sup>th</sup> September 2019**

## Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Barred List Check
- Disclosure and Barring Service Check
- References
- S128 Check
- Childcare disqualification declaration



# Headteacher Job Description



HUJJAT PRIMARY SCHOOL

## Core Purpose

- To devise, agree and implement a post-opening strategic plan that realises the Trust's vision for Hujjat Primary School
- To champion and support the development of the values curriculum, ensuring that it is at the heart of teaching and learning
- To inspire, challenge, motivate and empower all members of the school community to carry the vision forward, promoting excellence, equality and high expectations.
- To work in collaboration with partner schools to share expertise.
- To deploy all resources, including staff and finances, to achieve the school's aims.
- To secure the commitment and confidence of the wider community.
- To be fully aware of educational change and its impact on the school.

## Key areas of responsibility

### Shaping the Future

- Work with the Trust and other stakeholders to ensure that the vision is clearly articulated, shared, understood and acted upon effectively by all.
- Translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Ensure that strategic planning recognises the emotional, intellectual, social and spiritual aspects of life and considers the diversity of the school community.

### Standards

- Develop and implement a creative and vibrant curriculum that embraces innovation to meet the needs of all pupils.
- Monitor and evaluate outputs to keep the curriculum current and relevant.
- Develop and embed data and benchmarking systems to monitor progress and raise standards.
- Ensure that a breadth of challenging targets are set, including those for attainment, progress and attendance.
- Develop an ethos and structure for managing behavior that includes linking home to school.
- Maintain effective assessment recording and reporting systems for parents.
- Involve pupils as partners in the learning process and in the development and decision making of the school.
- Ensure Headteacher standards are maintained.

### Leading People

- Create a school where staff feel valued and supported to improve the quality of education provided to all pupils.
- Role model strong leadership, review your own practice and performance, set personal targets and take responsibility for your own development.
- Develop the leadership skills of staff, pupils and their parents at all levels.
- Create, maintain and enhance effective working relationships with staff, professional associations and other partners.





- Manage the deployment and performance of all staff, ensuring that high quality professional development is available.
- In collaboration with the Trust, lead the selection, appointment and management of high quality staff.

### **Managing the Organisation**

- Ensure the school's systems, organisation and processes are well considered, efficient, fit for purpose and reflect the school's values.
- Advise the Trust Board on annual priorities.
- Plan, manage, monitor and review the budget, setting priorities for expenditure, allocating funds/resources and securing effective administration and control.
- Plan, manage, monitor and review the curriculum to ensure it meets the needs of the pupils.
- Manage the school site and facilities to ensure they meet the needs of the curriculum, any extended use, health and safety requirements, and promote a positive learning environment for all.

### **Strengthening Community**

- Seek opportunities to invite parents, community figures, businesses or other organisations into the school to enhance and enrich the education provision.
- Develop the school as an asset for the local community, enabling all to benefit from the facilities for education, training and recreation.
- Work with families and external agencies/organisations to meet the wider needs of the children.
- Ensure the school ethos actively values inclusion and unity, and promotes community cohesion.

### **Accountability**

- Work with the Chair of Trustees and the Board's committees to enable them to fulfill their responsibilities.
- Produce regular reports and provide information, support and objective advice to the Board on the educational, financial and community aspects of the school.
- Create effective communications so that families and children are well informed about all aspects of the school.



## Headteacher Person Specification



HUJJAT PRIMARY SCHOOL

	Essential	Desirable
<b>Education and qualifications</b>		
Qualified Teacher Status	X	
Honours Degree	X	
NPQH, or willingness to complete it in post	X	
<b>Experience</b>		
Experience of effective senior leadership in schools	X	
Track record of providing vision and leading change	X	
Successful management of school self-evaluation, improvement planning and target setting	X	
Experience of the Ofsted processes	X	
Leadership in staff professional development	X	
Leadership in pastoral/student personal development	X	
Successful partnership working with other schools, relevant service agencies and stakeholders	X	
Experience of financial and resource management at a senior level	X	
Knowledge and understanding of national priorities and curriculum development	X	
<b>Knowledge and skills</b>		
Ability to be proactive, work under pressure and meet deadlines	X	
Ability to think and plan strategically	X	
Ability to monitor, evaluate and review all aspects of the school	X	
Ability to lead, motivate, develop and empower staff	X	
Ability to communicate effectively to a range of audiences	X	
Ability to analyse and interpret data	X	
Ability to develop an ethos and structure for managing behaviour	X	
Ability to work effectively with Trustees, pupils, parents and other stakeholders	X	
Ability to deal sensitively with people and resolve conflict	X	
Ability to use new and emerging technologies to support improvement		X
<b>Personal attributes</b>		
A commitment to the Hujjat Primary School vision and values	X	
Positive, enthusiastic outlook, embracing change and innovation	X	
Demonstrate respect and empathy towards others	X	
Resilience, perseverance and optimism in the face of difficulties and challenges	X	
Resourceful and solutions focused	X	
<b>Safeguarding</b>		
In-depth knowledge and experience of child protection and safeguarding procedures	X	

