



## Saturday School Principal – Job Description

**Contract:** Permanent, subject to successful probation

**Hours:** Saturdays only, 8:00am–1:00pm, plus 1 flexible hour during the week for a debrief and catch-up with the CEO, (6 hours per week).

**Location:** Palmers Green Mosque (MCEC)

**Responsible to:** CEO and Board of Trustees

### Background

The Muslim Community and Education Centre (MCEC) is a registered charity serving the local community through Islamic education, worship, and community engagement. The Saturday School plays an important role in providing children with a high-quality Islamic education in a safe, nurturing, and well-organised environment.

We are seeking an enthusiastic, organised, and committed Saturday School Principal to lead the Saturday School, supporting both students and teachers while ensuring the smooth and effective running of the school.

### Purpose of the Role

The Saturday School Principal is responsible for the leadership, management, and day-to-day operation of the Saturday School. The post holder will ensure high standards of teaching, learning, safeguarding, behaviour, communication with parents, and overall administration.

The Principal will provide leadership to teachers, monitor student progress, maintain educational standards, and work closely with the CEO and Trustees to support the continued development of the school.

### Main Responsibilities

#### Leadership and Management

- Lead the day-to-day running of the Saturday School.
- Ensure lessons begin and finish on time and that the school operates efficiently.
- Support, supervise, and motivate teaching staff.
- Promote high standards of behaviour, attendance, punctuality, and discipline.
- Ensure safeguarding and health & safety procedures are implemented at all times.
- Deal with any student behavioural or pastoral issues appropriately.

## Curriculum and Teaching

- Oversee the delivery of the Islamic Studies and Qur'an curriculum.
- Monitor teaching standards and support teachers in improving classroom practice.
- Observe lessons and provide constructive feedback where appropriate.
- Ensure teaching resources and lesson plans are available and appropriate.
- Coordinate assessments and examinations throughout the academic year.
- Monitor student progress and achievement.

## Staff Management

- Line manage Saturday School teachers and classroom assistants.
- Hold regular staff meetings as required.
- Carry out termly teacher observations and performance reviews.
- Support the recruitment and induction of new teachers and volunteers where required.

## Parents and Communication

- Maintain effective communication with parents regarding student progress, attendance, and behaviour.
- Organise parent meetings each term.
- Respond professionally to parent enquiries and concerns.
- Promote positive relationships between parents, staff, and the mosque.

## Administration

- Maintain accurate student registers and attendance records.
- Keep records of assessments, reports, incidents, and safeguarding concerns.
- Assist with student admissions and class allocations.
- Ensure all educational records are maintained in accordance with data protection requirements.

## School Development

- Identify opportunities to improve teaching, learning, and student engagement.
- Organise educational events, assemblies, competitions, and end-of-year presentations where appropriate.
- Work collaboratively with the CEO and Trustees to support the continued growth and development of the Saturday School.

## General Responsibilities

- Promote the values and objectives of MCEC.
- Maintain confidentiality and professionalism at all times.
- Comply with safeguarding, health & safety, and all MCEC policies.

- Undertake any other reasonable duties relating to the effective management of the Saturday School.
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## Person Specification

### Essential

#### Qualifications

- Good general education.
- Sound knowledge of Islamic Studies and Qur'an education.
- Commitment to safeguarding and child protection.

#### Experience

- Experience teaching in an Islamic supplementary school or similar educational setting.
- Experience leading or supervising staff.
- Experience working with children and young people.
- Experience communicating effectively with parents.

#### Skills

- Strong organisational and leadership skills.
- Excellent communication and interpersonal skills.
- Ability to manage staff and students positively.
- Good IT and administrative skills.
- Ability to work independently and make sound decisions.

#### Personal Qualities

- Strong Islamic character and professionalism.
  - Passion for children's Islamic education.
  - Reliable, organised, and approachable.
  - Ability to inspire staff and students.
  - Commitment to continuous improvement.
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## Hours of Work

Every Saturday from **8:00am to 1:00pm**, plus **1 flexible hour** during the week for a debrief and catch-up with the CEO, (6 hours per week).

The post holder may occasionally be required to attend parent meetings, teacher meetings, training sessions, or school events outside normal Saturday hours with reasonable notice.

## Safeguarding

MCEC is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an Enhanced DBS check and comply with all safeguarding policies and procedures.

**TO APPLY: Please send a letter of application detailing how you meet the person specification PLUS your CV to [enquiries@mcec.org.uk](mailto:enquiries@mcec.org.uk) (Closing date: Midnight 19<sup>th</sup> July 2026)**