

## **ISLAMIC STUDIES Coordinator**

### **Line Manager: Head of Primary Arabic / Islamics**

The Islamic Studies Co-ordinator is responsible for the academic progress of pupils who study her subject in her Department. She is responsible for supporting the work of class teachers and making sure all members of the department participate effectively.

#### **1. Overall Responsibilities**

*The Islamic Studies Co-ordinator will:*

- provide professional support for the subject in order to secure a high quality of teaching, effective use of resources and improved standards of learning and achievement of all pupils
- support, guide and motivate teachers within the department
- review and evaluate the effectiveness of teaching and learning of her subject
- establish priorities and targets for her subject and monitor progress
- establish targets for staff and pupils and monitor their progress, within the context of school and departmental targets
- understand the needs of her own subject and, of equal importance, appreciate the way other subjects contribute to the overall education of pupils.
- liaise with the Head of Primary Arabic/ Islamic Studies

#### **2. Responsibilities for Pupils**

*The Islamic Studies Co-ordinator will:*

- make sure that pupils have access to first-class education in the subject being studied
- establish clear policies and practices for assessing, recording and reporting on pupil achievement
- use this information to recognise achievement and set targets for future improvement
- liaise with Head of Primary Arabic, Head of Primary, Primary Phase Leaders and Secondary Heads of Department as appropriate.

#### **3. Responsibilities for Staff**

*The Islamic Studies Co-ordinator will:*

- support the work of all staff and encourage an atmosphere of cooperation and mutual trust within the Department
- co-ordinate and monitor the use of Arabic/Islamics Teaching Assistants in the Department.

#### 4. Responsibilities as Subject Leader

*The* Islamic Studies Co-ordinator *will:*

- ensure curriculum coverage, continuity and progression in the subject for all pupils, including those with high ability and those with special needs
- make sure teachers are clear about the Islamic studies syllabus and procedures
- visit lessons on a regular basis and encourage visits by others both inside and outside the Department
- keep up to date on changes within the subject curriculum and, within that context, make recommendations about:
  - new courses
  - new materials
  - INSET needs
- lead professional development of subject staff through example and support, and coordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise, visiting lessons, etc.
- order new equipment and resources
- organise subject specific resources in an accessible and orderly way
- coordinate displays for her subject within the Primary.

#### 5. Other Responsibilities

*The* Islamic Studies Co-ordinator *will:*

- carry out other responsibilities as the Headmistress may reasonably require during term-time.