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| ***Mrs. Noreen Hameed*, who has recently been appointed headteacher of Manchester Muslim Preparatory School brings with her over 17 years of experience as a headteacher. Her role in her last employment, Palm Tree School in Blackburn, included:** **Whole school organisation, strategy and development at Palm Tree School includes the following *:***Providing overall strategy leadership and, with others, leading, developing and supporting the strategic direction, vision, values and priorities of Palm Tree School. Developing, implementing and evaluating the school’s policies, practices and procedure. **Teaching** Leading and managing teaching and learning throughout Palm Tree School; organising CPD sessions to improve teaching and learning; instituting teacher assessment and performance management.**Health, safety and discipline** Promoting the safety and well-being of pupils and staff. Ensuring good order and discipline amongst pupils and staff. **Management of staff and resource**Leading, managing and developing the school workforce, including assessing and managing performance. **Organising and deploying resources within the school.**  Promoting harmonious working relationships within the school. Maintaining relationships with organisations representing teachers and other members of the school’s workforce. Leading and managing the school’s workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments. **Professional development**Promoting the participation of staff in relevant continuing professional development. Participating in arrangements for the appraisal and review of their own performance, and, that of other teachers and support staff. Participating in arrangements for staff training and professional development and, of other teachers and support staff including induction. **The Community**Promoting Community Cohesion. Developing a fully accessible and inclusive organisation that welcomes and respects the diversity of its students, staff, community and visitors to the school. Ensuring that the School has effective links with the local community and with local industry and commerce. Ensuring that the pupils have access into the local community. Ensuring that people from the community have access into the School in the form of work Placements, voluntary work and to enhance the curriculum offered. **Monitoring and Evaluation** Ensuring that the work of the School is of high quality through a carefully devised self-evaluation system involving a process of review, target setting, monitoring and further review.  |

**Parents**

Ensuring that Palm Tree School maintains an ethos of working in partnership with parents at all times.

Ensuring that parents are fully informed of the procedure for Annual Reviews and are

encouraged to participate in reviews and forward planning for their child.

Ensuring that there are effective and regular methods of consultation with parents of Palm Tree School and that the latter are properly informed on all matter relating to the education of their children so as to promote common understanding of the Schools aims.

**The Budget**

Responsible for allocating, controlling and accounting for those financial and material

resources of the School as delegated to me and I ensure that appropriate documentation is kept

regarding the School’s budget. I also ensure that financial decision making is made in consultation with the Governors.

In addition Mrs. Noreen Hameed also actively participated and promoted various activities which have enriched her experience as a British Muslim and an activist:

* She has been actively involved in organising fundraising activities to help brothers and sisters who are less fortunate throughout the world.
* 1993- 1997 - Chairwoman of Young Women’s Multi-Cultural Association in Liverpool- this involved organising various activities and events for women from deprived areas. The association gained finance through a number of charities who supported this cause.
* 1990- 1998 – Leader of Young Muslims UK in Liverpool, Responsible for taking Islamic study circles as well as arranging events for the local community.
* 1998- Islamic Cultural Exhibition organiser- she was incharge of preparing an Islamic Exhibition. This particular exhibition was for the local schools within Liverpool in order to enhance their knowledge and understanding about Islam.
* 1990- 1998 - She was responsible for organising and running a weekly Muslim scouts group at the mosque for children. These study circles enabled the children to learn about Islam in a fun and interesting way.
* 1998- She Initiated a New Muslim Project in Liverpool. It was responsible for teaching the basic principles of Islam to women who had embraced Islam.
* Organisation of classes for women- She organised various classes for women in Liverpool to help women gain self-esteem and confidence. This involved organizing classes to enhance their basic skills in mathematics and literacy. Furthermore, the sisters participated in a self-defence course.

* 1998- I organised the first crèche for children in Liverpool. This allowed sisters to come together and discuss various topics as well as have their children tended to.
* 2003-2005- Radio Ramadan presenter in Blackburn and Preston – (she was responsible for covering various Islamic topics as well as Islamic quiz shows for women and children).
* She initiated a support group in Liverpool which helped to deliver financial aid and support to women and children refugees from Kosovo in 1997.
* 1997- 1999 – Actively participated in the foundations of establishing an Islamic School, namely An-Noor Primary School in Liverpool. (The school later was closed due to lack of funding).
* Later moved to Blackburn from Liverpool in 1999 where she became a head teacher of Al-Asr Primary School now known as Palm Tree School. I have worked here for 17 years. I was additionally running a small High School (Al-Asr boys and girls High school) .
* Her move to Manchester is tied to her children’s need to have a more diverse choice of colleges and universities.