



MALEK FAHD ISLAMIC SCHOOL

ABN: 41003 864 891

KNOWLEDGE IS LIGHT & WORK IS WORSHIP

www.mfis.nsw.edu.au

Deputy Head of Campus Greenacre Secondary Campus

This is a full-time leadership position

About the School

Malek Fahd Islamic School Ltd (MFIS) is a growing Kindergarten to Year 12 Muslim School with more than 3000 students across three campuses in the Sydney suburbs of Greenacre, Beaumont Hills, and Hoxton Park.

The vision of the School is that all students of MFIS receive an education that inspires them to achieve their full potential, embrace the future and make positive contributions to the community. The Mission of MFIS is to provide opportunities within an Islamic environment for its students to excel intellectually, physically, emotionally, socially, religiously, morally, and vocationally, and become happy and successful citizens.

About the role

The prime role of the Deputy Head of Campus is to assist the Head of Campus (HOC) with the day-to-day operations of the Campus. Provide dynamic and strong leadership, mentoring and support for teachers and reinforce discipline and appropriate behaviours at the School. Provide dynamic and strong leadership, mentoring and support for teachers and implementation of the Niyah Project and related programs like behaviour education for students on the campus. Be actively involved in the life of the School in Curricular and Co-curricular matters and develop healthy relationships with staff, students and parents to assist the positive development of the whole School community.

Relevant Strategic Goals

- Embed the MFIS vision and educational philosophy across the School, achieving successful outcomes for all learners.
- Build the capacity of educators to model the ideals and values of the Islamic tradition, through reflective and reflexive teaching practices.
- Build the capacity of every educator through collaborative professionalism and relevant, contemporary professional learning.
- Ensure that every learner is valued and supported to grow holistically reaching their full potential, through differentiated learning programs.

To view the School's strategic plan please visit the link below:

<https://www.mfis.nsw.edu.au/strategic-plan>

Selection Criteria

General Responsibilities:

- Lead the Campus when the HOC is off-campus;
- Ensure effective management of day-to-day operations of the Campus;
- Ensure strong internal communication, organisation and efficient management of the Campus;
- Oversee the maintenance of quality and accurate records of student information;
- Meet and interview parents, staff and students as required.



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- Ensure staff, students and parents follow the School policies.

Student Wellbeing:

- Assist the HOC and Wellbeing team in the ongoing development and implementation of the wellbeing programs;
- Oversee the wellbeing of students and provide support as required. Maintain clear written records of meetings;
- Maintain a close working relationship with the Counsellor and Head of Campus in order to identify students at risk and develop appropriate action plans;
- Hold regular meetings with the Counsellor to gain updates on students at risk;
- Collaborate with colleagues, including external agencies on educational directions and the needs of learners;
- Supervise the mentoring of student leaders and coordination of the SRC.

Staff:

- Provide dynamic and strong leadership and mentoring support for teachers;
- Assist the HOC to guide and develop staff and manage staff related issues;
- Set high standards for staff performance;
- In conjunction with the HOC coordinate, support and manage staff performance;
- Attend and actively participate in meetings with teaching staff discussing the educational directions and needs of the students;
- Where necessary coordinate Staff meetings. Support the HOC with the deployment of agenda items and leading of weekly staff briefings and staff meetings. Ensure that meeting minutes are to be forwarded to the Deputy Principals and Principal;
- Assist with lesson observations providing formal feedback to teachers as required;
- Where appropriate, form part of the interview panel for staff appointment. Assist with the induction of new staff;
- Assist the HOC with the implementation of the staff wellbeing program.

Covers:

- Acknowledge and respond to phone calls, text messages and emails from staff regarding their absence (involves receiving notification from staff about absence the day before and up to 6:00am on the day of absence);
- Keep accurate records of individual staff absences;
- Contact casual teachers and engage their services for the days they are required;
- Allocate cover lessons to both Casual staff and other Malek Fahd staff;
- Ensure equitable distribution of covers between members of staff;
- Keep accurate records of when staff have been allocated a cover;
- Be contactable throughout the day to organise cover for staff who need to leave early;
- Allocate covers to classes of staff who leave part day due to illness/other reasons;
- Ensure that the information (Class name, Room, Work to be completed) for the individual covers is distributed to the relevant staff;
- Communicate daily to the HOC and executive which staff are absent, which teacher has been allocated a cover and which casuals have been employed.



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Benefits of Working at MFIS:

MFIS is an employer that promotes staff excellence and offers a range of additional benefits, including:

- A competitive salary
- Access to salary packaging options to maximise employee benefits and salary
- Access to onsite parking
- Access to Employee assistance program
- Wellbeing programs and initiatives
- Opportunities for professional development and growth
- Supportive and collaborative team environment
- Fantastic opportunity to gain experience in a highly regarded Independent School

The Application Process:

When preparing your application for our consideration, please include:

- A covering letter addressed to the principal
- Your Curriculum Vitae (CV) including NESA Teacher accreditation information with telephone contact details of three supporting referees
- Current Working with Children Number and expiry date
- Qualifications

Applications close at 9.00am on Friday 11th of November 2022 and should be addressed to:

Dr Zachariah Matthews
Principal
Malek Fahd Islamic School
T: (02) 8732 7800
E: HR@mfis.nsw.edu.au

MFIS is committed to child safety. As such, the successful applicant will be expected to satisfy child protection screening and adhere to the School's Child Protection Policy and Code of Conduct.