



MALEK FAHD ISLAMIC SCHOOL

ABN: 41003 864 891

KNOWLEDGE IS LIGHT & WORK IS WORSHIP

www.mfis.nsw.edu.au

Head of Department- Arabic

This is a full-time position based at the Greenacre Secondary Campus.

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. At MFIS our philosophy is that the holistic education of learners in a faith-enriching environment will enable them to develop God-consciousness, a refined moral character and excellence in action.

About the Role

Applications are invited for an enthusiastic, suitably qualified, and experienced Head of Department to lead the Arabic faculty and be sympathetic to the philosophy of education in our Islamic School. The Head of Arabic will have a teaching load at the Greenacre Secondary Campus and will be responsible for the curriculum leadership and direction and management of staff and resources for the Secondary Arabic department.

The Head of Department will collaborate with the Deputy Principal – Teaching and Learning and both Primary and Secondary Curriculum Coordinators. The Head of Arabic will also supervise the Secondary Arabic teachers across campuses plus supervisor the Primary Arabic Coordinator (who in turn supervises the Primary Arabic Teachers).

Relevant Strategic Goals

- Embed the MFIS vision and educational philosophy across the School, achieving successful outcomes for all learners.
- Effectively engage in the leadership task of systematically coaching enhanced self-efficacy of team members.
- 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.

View the School's Strategic Plan by visiting the link below:

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

Selection Criteria

- Extensive knowledge of the NSW K-12 Arabic curriculum with teaching experience in Stage 6 courses.
- Collaborates with Deputy Principal – Teaching and Learning and both Primary and Secondary Curriculum Coordinators.
- Supervises Secondary Arabic teachers across campuses plus supervisors the Primary Arabic Coordinator (who in turn supervises the Primary Arabic Teachers).



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- 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.
- Ability to provide dynamic and strong leadership, mentoring and support for teachers in the curriculum area.
- Ability to collaborate with primary and secondary staff to deliver consistency in the delivery of educational programs across the curriculum area.
- Ability to provide regular formal and informal feedback on staff performance, including a formal review against staff performance and development goals.
- Strong written, oral communication and interpersonal skills.
- Ability to work effectively in a team environment with relational ability, flexibility, creativity and organisation.
- Ability to differentiate teaching that enhances student outcomes.
- Strong behaviour management skills and ability to reinforce appropriate behaviours in the classroom.
- Support Equal Employment Opportunity, adhere to Work Health and Safety guidelines, and fulfil duty of care.
- Approved to teach in the NSW Education with an emphasis on high quality teaching and learning practices.

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 (EAP)
- 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 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.