



MALEK FAHD ISLAMIC SCHOOL

ABN: 41003 864 891

KNOWLEDGE IS LIGHT & WORK IS WORSHIP

www.mfis.nsw.edu.au

Head of Campus Greenacre Primary 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 role will report to the Principal, or delegate, and is responsible for the successful conduct of those tasks and functions delegated. Provide dynamic and strong leadership, mentoring and support for teachers and reinforce 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>

Key Responsibilities:

- Direct supervision and responsibility of all campus staff and coordination of all programs and activities, including strategic, academic, wellbeing, and co-curricular.
- Manage and lead the campus executive team.
- Effectively manage the day-to-day operations, including: communication; student attendance; class supervision; incursions and excursions; student wellbeing and welfare; behaviour education; assemblies; bus and traffic duty; newsletters; timetables; resource utilisation, liaising with different services such as IT, cleaners, security, etc.
- Supervise all programs of the School (faith, academic, athletic, ethical, and other extracurricular programs).



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- Lead the School community to commit to the School's shared educational vision focussed on providing quality and holistic learning outcomes for all students. Responsible for the effective delivery of curriculum to enable School priorities and strategic goals are achieved. Monitor and review curriculum implementation, grading, testing (including NAPLAN), and reporting to parents.
- Responsible for general behaviour matters beyond the management of classrooms teachers, subject and stage coordinators.
- Ensure the general policies of the School are understood and followed by campus staff. Oversee implementation of School policies and procedures. Understand legislation and policies that impact on schooling.
- Represent the views of the School and present initiatives from the Executive to staff and maintain regular dialogue with the relevant staff at other campuses.
- Effectively manage campus staff.
 - Assist the Principal, or delegate, with campus staff vacancies and recruitment.
 - Induct and onboard new campus staff.
 - Supervise lesson observations, performance review and management.
 - Provide mentoring and coaching of staff.
 - Manage staff grievances.
- Manage effective engagement with parents and the local community, using processes such as Parent-Teacher Interviews, Parent Information Sessions, etc.
- Ensure the Campus is WHS compliant and staff compliance with School policies and procedures.
- Other reasonable duties as required by the Principal or delegate.

Selection Criteria:

- An experienced educator with sound understanding of the curriculum and the academic needs of students.
- An awareness of current trends in education.
- An ability to foster positive relationships with students, with a commitment to their care and personal growth.
- Demonstrated capacity to create a professional learning community that is focused on the continuous improvement of teaching and learning.
- A proven ability to provide leadership and fulfil all aspects of a senior management role.
- Excellent interpersonal and communication skills, including the ability to advise and liaise across all levels of the campus and School. High level public speaking and presentation skills.
- Experience negotiating and resolving complex matters involving learners and families.
- Demonstrated capacity to develop positive relationships with students, parents/families and the local community.
- The capacity for strategic planning and thinking and well-developed analytical and research skills.
- Ability to meet the School's goals, targets and deadlines.
- Strong financial literacy and demonstrated ability to oversee an operating budget.

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



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- 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 Tuesday 1st of February 2023** 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.