



**MALEK FAHD
ISLAMIC SCHOOL**

**KNOWLEDGE
IS LIGHT**

**Deputy Head of Campus
Hoxton Park**

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 locations with four campuses.

Our Vision:

The leading school for Islamic education in Australia.

Our Mission:

Empower every learner to achieve their full potential through an Islamic education.

As members of the MFIS community, staff will foster an environment that nurtures God-consciousness (taqwa). We embody the Islamic values of honour, humility, self-respect and dignity. At MFIS, we align with the religious consensus (ijma') that is established in the Quran, the teachings of the Prophet Muhammad (peace be upon him) and Sunni scholarly tradition spanning fourteen centuries.

View our Statement of Faith here: <https://www.mfis.nsw.edu.au/philosophy/>

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.

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

About the role

The prime role of the Deputy Head of Campus is to assist the Head of Campus with the day-to-day operations of the Campus. Provide dynamic and strong leadership, mentoring and support for teachers and reinforce appropriate behaviours at the School.

Be actively involved in the life of the School in Curricular and Co-curricular matters and develop professional relationships with staff, students and parents to assist the positive development of the whole school community.

Selection Criteria

- Ability to demonstrate an understanding of the Islamic ethos of the school, supporting the school's philosophy, values, beliefs, and mission whilst contributing to a caring and supportive environment for all students, parents, and staff.
- Ability to lead the Campus Niyyah Subcommittee, guiding and empowering its members to support educators in implementing the educational philosophy
- Capacity to lead the campus in the absence of the Head of Campus.
- Proven leadership skills with the ability to mentor, support, and build capacity among staff.
- Experience in managing school operations and ensuring adherence to policies and procedures.



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- Demonstrated experience in developing and implementing student wellbeing programs.
- Ability to respond effectively to wellbeing concerns from students, staff, and parents.
- Experience in mentoring teachers and supporting their professional growth and development.
- Proven ability to manage staff matters, facilitate staff meetings, and foster a collaborative professional culture.
- Strong organisational skills with the ability to manage daily school operations efficiently.
- Experience in managing staff absences, arranging class cover, and maintaining accurate records.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff, and families.
- Experience in addressing parent and staff concerns with professionalism, empathy, and discretion.
- High-level proficiency in Microsoft Office and other relevant digital platforms.

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
- Staff discounts on school fees
- 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 WWCC and expiry date
- Qualifications

Applications close on 18th of July 2025 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 the safety, protection and wellbeing of all our students. All prospective staff are required to be suitable and committed to protecting students from abuse or harm in the school environment. Staff are expected to satisfy child protection screening and adhere to the School's Child Protection Policy and Code of Conduct.