



**MALEK FAHD  
ISLAMIC SCHOOL**

**KNOWLEDGE  
IS LIGHT**

## **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/our-school/careers>

### **About the Role:**

The prime role of the Head of Campus is to provide academic and administrative leadership to the Campus, and to engage with external organisations on behalf 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. The Head of Campus will report to the Principal and is a member of the Senior Executive team.

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



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### **Selection Criteria**

- **Alignment with Islamic Ethos:** Demonstrate a deep understanding and commitment to the school's Islamic philosophy, values, beliefs, and mission, fostering a caring and inclusive environment.
- **Religious Beliefs Modelling:** Ability to model the religious beliefs and practices of the school within the school community.
- **Effective Implementation of Educational Vision:** Capability to effectively integrate the school's vision and educational philosophy, leading to successful outcomes for all learners.
- **Professional Development Commitment:** Dedication to continuous professional development, including the embedding of Islamic worldview and pedagogy through ongoing learning and training programs.
- **Leadership:** Lead the campus to achieve the School's shared strategic goals, focusing on providing quality and holistic learning outcomes for all students with the ability to make data informed decisions to inform teaching and learning.
- **Staff Mentorship/Coaching:** Ability to mentor and support staff in achieving their professional goals by conducting regular performance reviews and goal-setting sessions. Ability to build teacher capacity and manage the performance of individuals and teams.
- **Campus Operations Management:** Direct supervision and coordination of all campus programs, activities, and staff, ensuring effective day-to-day operations, including communication, student welfare, and resource utilisation.
- **Policy Adherence:** Ensure staff compliance with school policies, represent the school's views and initiatives to staff and stakeholders.
- **Parent and Community Engagement:** Manage effective engagement with parents and the local community through various channels, fostering a positive school-community relationship.
- **Excellent Communication Skills:** Ability to effectively engage with diverse stakeholders, facilitate meetings, and convey complex information clearly and concisely.
- Hold NESAC accreditation and relevant experience in a leadership role.

Note: This is not an exhaustive list of responsibilities or criteria.



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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 WWCC and expiry date
- Qualifications

Applications close at 9.00am on **Friday 7th of June 2024** and should be addressed to:

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