



## United Synagogue - Job Description

<b>JOB TITLE:</b>	Children's Service Leader
<b>SYNAGOGUE:</b>	Belmont United Synagogue
<b>SALARY:</b>	£13 per hour
<b>REPORTS TO:</b>	Vice Chairman

### INTRODUCTION

Belmont United Synagogue has over 40 children between the ages of 7 and 13. We educate our children through our stimulating Children Services and program of events throughout the year. We are seeking to hire a dynamic, enthusiastic, energetic and experienced Children's Service leader to lead our aged 7 - 13 group.

### KEY RESPONSIBILITIES:

- Developing and running the weekly children service, in line with health and safety provisions set by the United Synagogue.
- Working with the Vice Chairman to develop a service structure and curriculum enabling children to progress and advance their knowledge of Jewish prayer enabling a smooth transition into the youth service.
- Bridging the gap between primary and secondary school children in order for the children to feel confident during their transition to the youth service.
- To lead an abridged Shabbat morning service and a full Mussaph, built around the traditional tunes of the United Synagogue.

### GENERIC OTHER DUTIES

Must be:

Committed to the aims of the United Synagogue and act as an ambassador for the organisation.

Must comply with The United Synagogue's policy and procedures and code of expectations.

Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action

to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff.

Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission and strategy.

Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department. And be committed to own continuous professional development.

Carry out any other reasonable duties as requested by your manager or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post.

Maintain high levels of discretion and confidentiality at all times.

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or The United Synagogue's operational procedures.

Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975

Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required. Please ensure that you complete the United Synagogue Application Form Part 2 appropriately.