



## United Synagogue - Job Description

<b>JOB TITLE:</b>	Cheder Coordinator
<b>LOCATION:</b>	Muswell Hill Synagogue
<b>WORKING HOURS:</b>	5 hours per week, 09:00 to 13:00 on Sundays, plus 1 hour in the week, during term time
<b>SALARY:</b>	£4,169 per annum, inclusive of annual leave for working Part Time, Term Time Only
<b>REPORTS TO:</b>	Chair of Board of Management/Chair of Cheder Governors
<b>RESPONSIBLE FOR:</b>	Teachers and Teaching Assistants
<b>BENEFITS:</b>	20 days holiday, pro rata, to be taken outside of term times, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

### **PURPOSE OF THE ROLE:**

To lead the Cheder and ensure it offers the highest possible level of Jewish education, and offers a stimulating, enjoyable and safe environment for a range of children between the ages 4-11.

### **DUTIES AND RESPONSIBILITIES**

- To run the Cheder with a positive attitude in harmony with the ethos of the Muswell Hill Synagogue community
- To ensure that the Rabbi, teachers, governors, and parents are fully informed of the curriculum and to develop the religious education of the children in a way that makes learning fun and interesting
- To ensure that the Rabbi, teachers, and governors are fully informed of all other developments and strategies
- To engage the teachers to ensure they develop activities and age-appropriate events/programmes/outings for the children and ensuring weekly well written, detailed lesson plans are submitted by Thursday/Wednesday evening.

- To be a good and positive role model for the teachers, and to supervise their teaching.
- To lead Sunday morning assemblies (10 minutes) on a Sunday morning
- With support from teachers and to ensure that we have accurate registers for all classes
- Co-ordination of weekly Tzedakah on an ongoing basis

### **Communication**

- To ensure that the Rabbi, teachers, and governors are fully informed of the curriculum and all other developments and strategies
- To organise and send to the weekly newsletter with news of the pupils and their education
- To communicate effectively with parents about behaviour concerns, or suggestions they have for the Cheder
- To meet twice termly with governors to report on progress and other issues
- To run weekly staff briefings after Cheder on Sunday mornings
- To organise/run training for all staff for an hour after Cheder
- To oversee annual parent/teacher consultations
- To integrate the Cheder with activity organised for the wider community for key Jewish calendar events
- To liaise with all potential new families

### **Management**

- To advise on resources required for Cheder and communicate with the governors
- To assist with staff recruitment (Teachers/Assistants) and to help create a small pool of qualified supply teachers
- To work with the Synagogue Administrator, to ensure records of students and staff are updated and in order
- With support from the Cheder Governors plan and attend staff inset day(s)
- To have input into staff appraisals and provide feedback on performance
- To be a figurehead for the Teaching staff and Teaching Assistant's
- To set standards of dress, punctuality, and behaviour for all teaching staff
- To act as a line manager to all staff
- To manage the pupil's behaviour and monitor performance of all pupils alongside their class teacher

### **Health and Safety Responsibilities**

- To ensure that all health and safety policies are adhered to.
- To be familiar with the programme's 'Safeguarding policies' ensuring the safety of the students and teachers at all times.
- To ensure that registers are up to date at all times and to alert Governors/Youth Director of any prolonged absences.

## Technology

- To work with the Shul to update the current website and make it more interesting and informative
- To promote Muswell Hill Cheder via social media to entice/attract new families.

## Additional Responsibilities

- To check that all classrooms are left tidy and to liaise with the class teacher and caretaker to ensure that the Synagogue space is left in good condition.
- To be the lead first aider

## PERSON SPECIFICATION

The person appointed to this post should be able to demonstrate the following:

Essential	Desirable
<u>Education</u> <ul style="list-style-type: none"><li>• Jewish GCSE</li></ul>	<ul style="list-style-type: none"><li>• Higher religious qualification or study</li><li>• Graduate of a UK university</li><li>• Graduate of Yeshiva/Seminary</li></ul>
<u>Aptitude and skills</u> <ul style="list-style-type: none"><li>• An excellent and inspirational teacher as well as a leader</li></ul>	
Computer literate	
<u>Experience</u> <ul style="list-style-type: none"><li>• Teaching experience within cheder or other institution</li><li>• Demonstrate a creative approach to teaching and leadership</li></ul>	<ul style="list-style-type: none"><li>• Other leadership experience, team management</li></ul>
<u>Personal qualities</u> <ul style="list-style-type: none"><li>• Approachable, organised, and punctual</li><li>• Ability to lead a team with professional staff</li><li>• Highly innovative</li><li>• Self-motivated</li><li>• Good sense of humour</li><li>• Creative</li></ul>	<ul style="list-style-type: none"><li>• Empathetic</li><li>• Confident</li><li>• Enthusiastic</li><li>• Friendly and out-going</li><li>• Flexible</li><li>• Hard-working</li><li>• High personal integrity</li></ul>

## GENERIC DUTIES

- Committed to the aims of The United Synagogue and act as an ambassador for the organisation
- 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 the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining 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, and the 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 the 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**