



United Synagogue Job Description

JOB TITLE:	Cheder Head Teacher
LOCATION:	Kingston, Surbiton and District Synagogue
WORKING HOURS:	5 hours per week, 09:00 to 13:00 on Sundays, plus 1 hour during the week, Term Time Only
SALARY:	£3,000 per annum inclusive of holiday pay, plus expenses for any substantial travel time subject to negotiation
REPORTS TO:	Chair of Synagogue/Chair of Cheder Committee
RESPONSIBLE FOR:	Teachers and Teaching Assistants
BENEFITS:	20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

JOB PURPOSE:

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 4-15.

DUTIES AND RESPONSIBILITIES

- To run the Cheder with a positive attitude in harmony with the ethos of the Kingston Surbiton and District Synagogue.
- To coordinate dates for the year and develop the curriculum together with the Rabbi and the Curriculum Committee.
- To ensure that the teachers 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 engage the teachers to ensure they follow the curriculum on a weekly basis and develop activities and age-appropriate learning from the curriculum.
- To be a good and positive role model for the teachers and to supervise their teaching.
- To organise Sunday morning assemblies (10 minutes) and participate in them with the Rabbi and teachers.
- To ensure that we have accurate registers for all classes taken by the parents on security.

Communication

- To liaise effectively with the Rabbi, teachers, and Cheder Committee to ensure they are fully informed of the curriculum and all other plans and events.
- Emailing to the caretaker the Cheder dates and weekly set up instructions for the Synagogue.
- To communicate with parents about Cheder activities and any concerns or suggestions they have for the Cheder.
- To contribute to the Synagogue newsletter as required.
- To organise formal or informal staff meetings as required.
- To integrate the Cheder with activity organised for the wider community for key Jewish calendar events such as Cheder Shabbaton or Purim
- To liaise with potential new families.

Management

- To advise on resources required for Cheder and communicate with the Cheder Committee.
- To ensure that the stock of books and other resources is sufficient for the Cheder year.
- To assist with staff recruitment (Teachers/Assistants).
- To keep records of the teachers' and the children's details by class to be kept updated and in order.
- Attend Cheder Committee meetings either on Zoom or in person.
- To have input into staff appraisals and provide feedback on performance.
- To be a figurehead for the teaching staff and teaching assistants.
- To set standards of dress, punctuality, and behaviour for all teaching staff.
- To act as a line manager to all staff.
- To manage the pupils' 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 and liaise with the Synagogue safeguarding officer.
- To complete mandatory health and safety, first aid, safeguarding and other training.
- To ensure that registers are up to date at all times.

Additional Responsibilities

- To check that the Synagogue is left in good condition with lights off and windows closed etc. at the end of the morning.
- To be the lead first aider.

PERSON SPECIFICATION

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

Education

- Knowledge of Judaism
- Teaching qualification - desirable, not essential

Aptitude and skills

- Computer literate

Experience

- Teaching experience within cheder or other institution
- Demonstrate a creative approach to teaching and leadership
- Other leadership experience, team management

Personal qualities

- Approachable, organised, and punctual
- Ability to lead a team with professional staff
- Highly innovative
- Self-motivated
- Good sense of humour
- Creative
- Empathetic
- Confident
- Enthusiastic
- Friendly and outgoing
- Flexible
- Hard-working
- High personal integrity

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**