



UNITED SYNAGOGUE JOB DESCRIPTION

JOB TITLE:	Educator at Rishon (Cheder Teacher)
LOCATION:	Muswell Hill Synagogue - Sunday Morning Programme
WORKING HOURS:	3.5 hours a week, worked on Sundays - core hours 09:30 to 12:30 inclusive of class preparation time, during term time
SALARY:	£2,400 per annum, inclusive of annual leave
REPORTS TO:	Cheder Coordinator or other officers delegated by the Rishon Governors
BENEFITS:	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 Program Ride-to-Work Scheme Auto-Enrolled Pension

PURPOSE OF THE ROLE:

To educate the students in the Rishon programme in accordance with the duties set by the Cheder Coordinator and Governors in such a way that provides an educational, stimulating, enjoyable, and safe environment.

DUTIES AND RESPONSIBILITIES:

- To educate students to an appropriate level in Hebrew Language (Ivrit) and Jewish values, practices, and identity
- To be well prepared and knowledgeable on any given teaching topic, including Hebrew Language (Ivrit)
- To arrive promptly on Sunday morning at 09:30 to attend a staff briefing and to be ready to start the teaching day, this includes the preparation of all teaching materials.
- To participate in all staff development and preparation time, this includes all inset days and 1 hour of group planning/development time on Sunday morning (12:00 to 13:00)
- To work alongside other teachers to develop the religious/Hebrew learning of the children. This applies particularly to joint experiential education teaching sessions.
- To help organise and participate in activities and age-appropriate events/programmes/outings for Rishon students alongside the other teachers and the Rabbi
- To plan and attend Shabbatonim when required (weekends) at Muswell Hill Synagogue for the students of the programme and their parents
- To attend every session and where there is not possible to request permission first and have arranged an adequate cover teacher with suitable notice to the Cheder Coordinator

Responsibilities

- Setting up the teaching space prior to the children arriving and to clean the teaching space at the end of the morning
- Teaching all students speaking, listening, and writing of Hebrew Language (Ivrit) to a high standard
- Teaching all students knowledge, understanding and connection to Jewish values, practice, and identity to a high standard
- To use a variety of teaching methods including arts/crafts, competitions, drama, music, and sport
- To use educational technologies in the classroom. This includes JTAP app, Shalom Ivrit app and behavioural apps
- Supervising assistants as required
- Keep up to date attendance and work records
- Participate in professional development and training, including all inset days

Communication Responsibilities

- To communicate effectively and sensitively to all students in the programme
- To communicate effectively with parents about concerns or suggestions they have regarding their child
- To communicate with all parents via email at least once each half term to discuss the progress and experience of their child
- To contribute to regular update emails to parents sent by the Youth Director
- To provide a report on each child at the end of each academic year
- Meet with individual parents if required and meet formally with parents and governors
- To attend meetings out of programme hours with the other teachers and governors when required
- To submit detailed lesson and resource plans weekly (on a Wednesday)

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

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">• Jewish Studies GCSE	<ul style="list-style-type: none">• Graduate of a UK university• Graduate of Yeshiva/Seminary
<u>Aptitude/skills</u> <ul style="list-style-type: none">• Excellent and inspirational teacher• Computer literate	
<u>Experience</u> <ul style="list-style-type: none">• A teacher of at least 1 years' experience• Demonstrates a creative approach to teaching	
<u>Personal qualities</u> <ul style="list-style-type: none">• Approachable• Organised and good time keeping• Ability to work as part of a team with professional staff• Highly Innovative• Self-motivated• Good sense of humour• Creative	<ul style="list-style-type: none">• 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**