



United Synagogue Job Description

JOB TITLE:	Class Cheder Teachers (Pool Staff)
LOCATION:	Various across North London, North West London, South West London, and Hertfordshire
WORKING HOURS:	3-5 hours a week when required
SALARY:	£25 per hour
REPORTS TO:	Head Teacher of each setting
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:

The United Synagogue Cheders are spread across North London, North West London, South West London, and Hertfordshire. The creation of a team of Cheder Pool Staff is for the purpose of offering Teachers to Cheders who need them when they are short staffed.

- To attend any Cheder at short notice and fill in teaching a class, according to instructions from the Head Teacher as and when needed.
- To educate the class in a way that offers an enlightening, enjoyable and stimulating experience within a safe environment.
- To inspire and motivate the pupils of our Cheder by providing creative, dynamic, and high-quality lessons according to our curriculum.
- To brief the Head Teacher at the end of your working session.
- To be part of an active and collaborative staff team contributing to the overall success of the Cheder and the experience of the children.
- To be committed to the aims of the United Synagogue and act as an ambassador for the organisation.
- To comply with The United Synagogue's policy and procedures and code of expectations.

MAIN DUTIES AND RESPONSIBILITIES

1. To maintain classroom discipline, a positive atmosphere, and the general enthusiasm of the pupils.
2. To liaise with the Head Teacher about the appropriate lesson plan and the knowledge of the children you will teach that week.
3. To communicate effectively, sensitively, and professionally to the children in the Cheder.
4. Where necessary discuss progress or concerns to parents or carers regarding their child.
5. To be responsible for the Hebrew reading progress of your class pupils. At times you may need to supervise the reading assistants in your classroom.
6. Assist with and participate in general educational activities, programmes, and outings as appropriate.
7. Arrive promptly at least 30 minutes before the start of Cheder and set up the classroom prior to the children arriving.
8. Ensure your supplies are stored in an orderly manner and ordered appropriately through the Tribe Office.

HEALTH AND SAFETY RESPONSIBILITIES

1. To ensure that all health and safety policies are adhered to. To always ensure the safety of the students and teachers.
2. Bring to the attention of the Head Teacher 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.

PERSON SPECIFICATION

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

- A proficient level of Jewish knowledge, as well as relevant teaching or youth work experience.
- Willing to travel to different Cheders across North London, North West London, South West London, and Hertfordshire when required.
- The ability to work effectively with children of the relevant ages.
- To work as part of a team with professional staff.

Approachable and friendly
Empathic
Good sense of humour
Creative
Organised
Punctual

Flexible
Diligent
Confident
Innovative
Personal integrity
Self-motivated

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
- 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 to 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