



United Synagogue Job Description

JOB TITLE:	Head of Hebrew Reading
LOCATION:	The Aleph Learning Centre - Hampstead Garden Suburb Synagogue
WORKING HOURS:	9.45 am to 1.30 pm on Sundays during term time. In addition, 1.5 to 2 hours during the week, training inset days and meetings as required
SALARY:	Commensurate with experience
REPORTS TO:	Director of Education
BENEFITS:	20 days holiday, plus Statutory Bank Holidays, pro rata, to be taken outside of term time Childcare Vouchers Auto-Enrolled Pension

KEY TASKS

1. To manage, promote and take responsibility for the Hebrew Reading programme and ensure all pupils are progressing and advancing to the best of their abilities
2. To develop and enhance the programme as necessary to provide the best learning experience for the pupils
3. To manage motivate and coordinate the readers, ensuring they are delivering the programme in an effective professional and motivational manner

DUTIES & RESPONSIBILITIES

- Ensure all pupils are progressing in Hebrew reading to the best of their abilities and provide intervention for lower and higher ability students where needed
- Keep up to date records on the progress of each pupil, in particular for the higher and lower ability pupils and keep the Hebrew Reading materials organised and keep account of stock and what is needed on an ongoing basis
- To liaise with teachers about the Hebrew reading of their pupils and ensure that class teachers are up to date with the progress of their pupils and are able to write end of year reports
- Manage the readers and ensure their professionalism and motivation, including sub replacement throughout the year and recruitment and interviews at the end of each year
- Supervise and manage the readers in assisting with key events at the Aleph Centre, including break time and break duty
- Communicate effectively, sensitively and professionally to the children in the Aleph Centre, and the parents about concerns or suggestions regarding their child

- Participate in inset days and training workshops and attend meetings with the Head teacher or parents out ALC hours as required
- Be part of an active and cohesive staff team contributing to the overall success of the ALC and experience of the children

PERSON SPECIFICATION

- Advanced level of Jewish education
- To communicate effectively with parents about their concerns or suggestions
- To communicate sensitively to all children
- To effectively manage a team of readers
- Participate in training and development programmes as required
- Ability to work as part of a team
- Organised with good time keeping
- Self-motivated
- Approachable

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**