



United Synagogue Job Description

JOB TITLE:	Cheder Teaching Assistant
LOCATION:	Edgware United Synagogue
HOURS:	As and When (Zero hours contract)
RATE OF PAY:	£45 per morning
REPORTS TO:	Community Rabbi or Cheder Administrator

ACE - 'Amazing Cheder in Edgware' - for pre-Bar and Batmitzvah children (girls aged 11 and boys aged 12) is now looking for a Teaching Assistant when the new Cheder year begins in September. This is a one-year course runs that runs between 9.30 am and 12.00 pm on Sundays, during term time. It is taught by the Community Rabbi and aims to both inspire and educate. There will be plenty of fun hands-on learning and we are looking for a Teaching Assistant who wants to be fully involved in all aspects of the Cheder.

1. MAIN PURPOSE OF JOB

- a. To support Community Rabbi, the Cheder Teacher, or deputy, with the delivery of an inspirational and motivational Cheder programme for the children of 'ACE' (our Amazing Cheder in Edgware).

2. NATURE & SCOPE

- a. The Teaching Assistant will support the Cheder Teacher in many aspects of the Cheder programme. The role will require the job holder to build on the credibility of the Cheder programme, empower lay leaders and staff to fulfil their roles effectively.

3. DUTIES AND RESPONSIBILITIES

- a. To assist the Cheder group in their learning.
- b. To arrive fifteen minutes before each lesson to assist the teacher in preparing educational resources for each lesson and to stay for up to an hour and 15 minutes after each lesson to tidy resources away.
- c. To mark and file children's work
- d. To liaise with the Cheder Teacher regarding preparations for lessons and evaluation of lessons.
- e. To assist the Cheder Teacher and Cheder Administrator with any other administrative tasks as required.

Quality and operational standards

- f. Ensure work that is produced is of a high standard and meets the department's key performance indicators
- g. Report on key performance indicators to the Cheder Teacher as required.

4. GENERIC DUTIES

- a) Committed to the aims of the United Synagogue and act as an ambassador for the organisation.
- b) Comply with The United Synagogue's policy and procedures and code of expectations.
- c) 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.
- d) Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy.
- e) Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development.
- f) 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.
- g) Maintain high levels of discretion and confidentiality at all times.

SELECTION CRITERIA

	Essential	Desirable
QUALIFICATIONS: Undertaken at least 1 year of study at a Yeshiva/Sem		▪
EXPERIENCE: Substantial knowledge of Jewish customs and practices	▪	
Informal education or hadracha experience	▪	
Some experience of learning and development	▪	
Excellent communication skills, both verbal and written	▪	
Preferably good organisational skills	▪	
Proven experience as a proactive team member contributing to		▪

the success of the wider team and organisational goals Managing professional relationships with managers and employees at all levels Project management experience		▪
To be available for appropriate training as required	▪	
Empathy with The United Synagogue's mission and purpose	▪	

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 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.