



## United Synagogue Job Description

<b>JOB TITLE:</b>	Classroom Educator
<b>LOCATION:</b>	The Aleph Learning Centre - Hampstead Garden Suburb United Synagogue
<b>WORKING HOURS:</b>	5 hours per week (3 hours on Sundays, during term time plus 2 hours preparation during the week)
<b>SALARY:</b>	Commensurate with experience
<b>REPORTS TO:</b>	Director of Education
<b>BENEFITS:</b>	20 days holiday, and 8 Statutory Bank Holidays (pro-rata), to be taken outside of term time Employee Assistance Programme Auto-Enrolled Pension Ride-To-Work Scheme

### 1. KEY TASKS

- Engage the pupils and provide high quality, meaningful and exciting sessions according to the set curriculum.
- Provide inspiring Jewish education where pupils are encouraged to explore Jewish topics and traditions focusing on their relevance today.
- Inspire and motivate the pupils using a variety of hands on, creative and experiential learning methods.
- Maintain overall discipline, a positive atmosphere, and the general enthusiasm of the pupils.

### 2. DUTIES & RESPONSIBILITIES

- Prepare and present weekly lesson plans as appropriate including resources to the Director of Education during term time and develop the format and content as required.
- Assist with and participate in general Aleph Learning Centre activities, events, and outings as appropriate.

- Participate in professional development, inset days, and training workshops as required. Attend meetings out of hours with parents if required.
- Communicate effectively, sensitively and professionally to the pupils in the class, and the parents about concerns or suggestions they have regarding their child.
- Ensure your pupils progress in their Hebrew reading and Tefillah and develop a good understanding of the Synagogue services.
- Keep up to date and clear attendance and work records and provide a report on each pupil at the end of each academic year.
- Arrive promptly and set up prior to the participants arriving. Ensure your supplies are stored in an orderly manner.

### **3. 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.

#### 4. PERSON SPECIFICATION

In a series of brief statements, identify the essential knowledge, skills and behaviours required.

ESSENTIAL	DESIRABLE
<b>Education</b> Jewish Studies GCSE	Graduate of a UK University Graduate of Yeshiva/Sem
<b>Aptitude/Skills</b> Excellent and inspirational teacher Computer literate	
<b>Experience</b> Previous teaching or informal education experience with teens	Demonstrable creative approach to teaching
<b>Personal Qualities</b> Approachable Organised Punctual Team player Highly Innovative Self-motivated Inspirational Dedicated	Empathetic Confident Enthusiastic Friendly, outgoing Flexible Hard-working Personal integrity Creative

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.**