



## United Synagogue Job Description

<b>JOB TITLE:</b>	<b>Hebrew Reading Assistant</b>
<b>LOCATION:</b>	The Aleph Learning Centre - Hampstead Garden Suburb United Synagogue
<b>WORKING HOURS:</b>	'As and 'When' hours
<b>SALARY:</b>	Commensurate with experience
<b>REPORTS TO:</b>	Head of Reading but responsible to the Director of Education

### KEY TASKS

1. To assist in delivering our Hebrew reading programme for the children of the Aleph Learning Centre
2. To support the teachers by working with individual children and/or small groups within the classroom
3. To work towards bringing pupils to the targets set for their age group
4. Monitor progress of pupils and report to the Head of Reading, who is the post holder's line manager

### DUTIES & RESPONSIBILITIES

- Identify strength and weaknesses in each student's Hebrew reading and develop methods if necessary, so that each child is able to work to their full potential
- Occasionally provide telephone home support to children who may need extra help
- Report on children's progress to Head of Reading Scheme and Head teacher as required
- Assist with and participate in activities, events, programmes, and outings as appropriate
- Work well as a team member contributing to the overall success of the Cheder and experience of the children

## **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

## **PERSON SPECIFICATION**

- Candidates must demonstrate the ability to read fluently using Hebrew pronunciation
- Good organisational skills and responsible time keeping
- Ability to motivate and inspire children using our reading scheme in an effective and successful manner
- To be able to communicate effectively and sensitively to all children
- To be able to motivate and engage the children
- Participate in training and development programmes as required
- Ability to work as part of a team
- Organised with good time keeping
- Approachable
- 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