



# **SPARK Programme**

## **Pinner Synagogue**

### **United Synagogue Job Description**

**JOB TITLE:** Class Teacher

**SALARY:** Session Rate – dependent on qualification and experience

**REPORTS TO:** Headteacher

**HOURS:** 9:00 am– 12.00 pm on Sundays during term time. Training days and meetings as appropriate.

**BENEFITS:** 20 days holiday, pro rata, plus Bank Holidays & Jewish festivals when they fall on a normal working day Ride-to-Work Scheme Auto-Enrolled Pension

#### **KEY TASKS**

1. To educate the class in a way that offers an enlightening, enjoyable and stimulating experience within a safe environment.
2. To inspire and motivate the pupils of our Cheder by providing creative, dynamic, and high-quality lessons according to our curriculum.
3. To be part of an active and collaborative staff team contributing to the overall success of the Cheder and the experience of the children.
4. To be committed to the aims of the United Synagogue and act as an ambassador for the organisation.
5. To comply with The United Synagogue's policy and procedures and code of expectations.

#### **RESPONSIBILITIES**

1. To maintain classroom discipline, a positive atmosphere, and the general enthusiasm of the pupils.
2. To produce and deliver exciting weekly lesson plans including resources required, to the Headteacher, prior to each lesson in good time for review and discussion.
3. To participate in professional development, inset days and training workshops with the Headteacher. These may occur outside your normal working hours either in person or via zoom.
4. To communicate effectively, sensitively, and professionally to the children in the Cheder. Furthermore, you may have to discuss progress or concerns to parents or carers regarding their child.



5. To be responsible for the Hebrew reading progress of your class pupils and have a working knowledge of our Hebrew reading scheme – ‘Aleph Champ’. At times you may need to supervise reading assistants in your classroom.
6. Assist with and participate in general educational activities, programmes, and outings as appropriate.
7. Keep up to date clear attendance and work records, available for review at any time, and to provide a report on each child’s progress at the end of each academic year.
8. Arrive promptly at least 30 minutes before the start of Cheder and set up the classroom prior to the children arriving. 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 Headteacher 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.

#### **OTHER**

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. They 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.

In undertaking the above role, you will be expected to comply with any policies and procedures that United Synagogue may issue. This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

Because 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.