



The Tribe Aleph NW Cheder

United Synagogue Job Description

JOB TITLE:	Cheder Reading Assistant
DEPARTMENT:	Jewish Living
HOURS:	9.15 am - 12.45 pm, Sundays during term time
SALARY:	£997 per annum (Inclusive of Annual Leave)
REPORTS TO:	Head Teacher
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

MAIN PURPOSE OF JOB:

To assist in delivering our Hebrew reading programme, Aleph Champ.

The Reading Assistant will support the Head of Reading by working with individual children and/or small groups within the classroom. You will be expected to help and engage the children towards meeting their individual reading targets. The Reading Assistant will also need to monitor the progress of the students and report to the Head Teacher.

QUALITIES AND RESPONSIBILITIES

1. The ability to read fluently using Havara Sephardit pronunciation.
2. Good organisational skills and reliable time keeping
3. To have the ability to motivate and inspire the children using our reading scheme in an effective and successful manner.
4. Identify strength and weaknesses in each student's Hebrew reading and develop methods, if necessary, so that each child can work to their full potential.
5. Report on children's progress to the Head of Reading.
6. Assist with and participate in activities, events, programmes, and outings as appropriate.
7. To work well as a team member contributing to the overall success of the Cheder and experience of the children.

8. To occasionally take part in out of hours training.

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 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.