



## United Synagogue Job Description

<b>POST:</b>	Head Teacher
<b>LOCATION:</b>	Radlett Youth Cheder
<b>HOURS:</b>	3 hours Sunday mornings (9:20-12:30) plus 1 day (8 hours) for preparation time.
<b>RESPONSIBLE TO:</b>	Radlett Cheder Chairman and Management Board
<b>RESPONSIBLE FOR:</b>	Teachers & Assistants

### **PURPOSE OF THE JOB:**

Provides the vision and professional leadership of Radlett Cheder to maintain its success as an institution ensure high quality education for its pupils and build an environment in which staff and pupils can achieve their full potential. To take overall responsibility for the welfare of teachers and pupils on Sunday mornings when Radlett Cheder is held and ensure that high standards of health & safety are achieved.

### **Responsibilities & Duties**

#### **1. Leading & Managing Staff and Pupils**

- Be a figurehead for the teaching staff and junior 'helpers' assisting as required with teaching and pupil/class management responsibilities.
- Act as line manager to all staff
- Overall management of Radlett Cheder including management of pupil behaviour and monitoring performance of all pupils. Setting targets as appropriate for pupil attainment.
- Setting standards of dress, punctuality and behaviour for the teaching staff and pupil body.
- Promoting the ethos of Radlett Cheder to teachers encouraging high standards, taking initiatives and team work.
- Recruitment of new teachers including supply teachers.
- Recruitment of new assistants
- Day to day communication with teachers ensuring that lessons are planned properly, all pupil or other issues are dealt with and cover is arranged for absent teachers.
- Managing the performance and motivation of teachers including undertaking any disciplinary action required in conjunction with the Radlett Cheder Chair.

- Setting up and managing training/inset days at the start of each term as well as any ad-hoc meetings to review any issues.
- In conjunction with the Radlett Cheder Board, to set teaching salaries including those of junior helpers and locum staff.

## **2. Assessing Performance & Management Liaison**

- Ongoing liaison with the Radlett Cheder Chair and Rabbi of Radlett United Synagogue to discuss any issues and agree action required and to co-ordinate all activities within Radlett Cheder.
- Attendance at Radlett Cheder Board meetings on a regular basis plus ad-hoc meetings and telephone discussions as required.
- Co-ordination of annual teacher assessment programme including feedback to all teachers. Day-to-day assessment of teaching and lesson preparation.
- Co-ordination of the Radlett Cheder rewards and performance award programme for all students.
- In conjunction with teachers, preparation of pupil reports during the Summer term for distribution at the end of the academic year.

## **3. Curriculum Development & Teaching Support**

- Manage and monitor the Hebrew reading programme
- Demonstrating good practice in teaching duties.
- Provision of an appropriate curriculum which meets the needs and stated aims of Radlett Cheder and co-ordination of all resources required to deliver the curriculum.
- Continual review and management of the Radlett Cheder curriculum in conjunction with the Radlett Cheder Board and Rabbi of RUS.
- Monitoring education developments and trends in the wider Jewish educational arena and encouraging improvements and new developments in the curriculum.
- Supporting teachers with teaching and curriculum advice and on occasion classroom/lesson cover in the event of absence or teacher performance issues.
- Providing ongoing pastoral care for all teachers and helpers and addressing any issues.

## **4. Managing Events & Activities**

- In conjunction with Special Events Co-ordinator, management of all regular and ad-hoc special activities and events within Radlett Cheder including:
  - Planning appropriate fun events to mark the major Succoth, Chanukah, Purim and Pesach that include all the Radlett Cheder pupils
- Leading assemblies of Radlett Cheder to address pupils at certain times of the year and when visitors attend Radlett Cheder.
- Co-ordination of weekly Tzedakah on an ongoing basis and ad-hoc Tzedakah projects.

## **5. Teaching Materials & Resources**

- Planning and setting-out teaching resource requirements for each academic year including teaching and materials.
- Ongoing review and ordering of materials including:
  - Teaching books and workbooks
  - Worksheets
  - Creative materials for all activities
- Liaison with the Radlett Cheder Board to agree weekly and annual resource requirements and funding for exceptional items.
- Ordering all materials for Radlett Cheder and where needed collecting materials in person from US Head Office or any other location
- Management of the storage shed for Radlett Cheder teaching materials.

## **6. Communication Responsibilities**

- Provision of Articles for the Radlett US magazine at Rosh Hashanah and Pesach (when requested)
- To send regular updates to parents
- To regularly check and respond to emails from current and prospective parents
- To liaise with all potential new families
- To process all new applications
- To set class lists each year

## **7. Additional Responsibilities**

- To manage budget and assist with the Budget
- To set term dates (no less than 32 teaching weeks and 2 insets per year)
- To be lead First Aider on Site
- To liaise with RUS (or any other site) re: site usage.
- To check that all classrooms are left in the state that they are found in (and if necessary return room to original state)
- To keep RUS offices aware of latest cheder news and term dates

## 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 and be committed to own continuous professional development. Act as an ambassador for the United Synagogue.
- Carry out any other reasonable duties as requested by the Radlett Cheder Chair and Management Board 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. 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.

July 2018