**United Synagogue Job Description**

**JOB TITLE:** Part-timeCheder Teacher

**DEPARTMENT:** Mill Hill Synagogue

**REPORTS TO:** Headteacher

**SALARY:** £3,000 per annum

**Hours:** 3 hours per week + preparation

**Benefits:** 20 days holiday, plus Statutory Bank Holidays (pro rata, per annum)

 & Jewish festivals when they fall on your normal working day

Childcare Vouchers (where appropriate)

 Stakeholder Pension

**Overall principal purpose**

To run the class in accordance to the set curriculum set by the head teacher in such a way that provides an educational, stimulating, enjoyable and safe environment.

**Key Tasks**

1. To work alongside other teachers to develop the religious/ Hebrew learning of the children
2. To help organise and participate in activities and age appropriate events/programmes/outings for the cheder children alongside the other teachers and the rabbi.

**Responsibilities**

1. Setting up the classroom prior to the children arriving. To clean the classroom after the end of cheder.
2. Teaching all children to read Hebrew to a high standard.
3. Organising arts and crafts and creative work.
4. Planning appropriate I.T activities.
5. Supervising any assistants as required
6. Keep up to date attendance and work records
7. Participate in professional development and training

**Communication responsibilities**

1. To communicate effectively and sensitively to all children in the cheder.
2. To communicate effectively with parent about concerns or suggestions they have regarding their child.
3. To communicate with all parents via email at least once each half term explaining the plan for the class
4. To provide a report on each child at the end of each academic year
5. Meet with individual parents if required and meet formally with parents and governors
6. To attend meetings out of cheder hours with the other teachers and governors when required.
7. Participate in training and development programmes as required.
8. To submit lesson plans prior to the commencement of each half term

**Health and Safety responsibilities**

1. To ensure that all health and safety policies are adhered to
2. To ensure the safety of the students and teachers at all times

**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.**

April 2018

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** | **Comments** |
| **Education**Solid Jewish education |  |  |
| **Aptitude/skills**Excellent teacherComputer literate |  |  |
| **Personal qualities**Approachable Organised and good time keepingAbility to work as part of a team with professional staff Highly InnovativeSelf-motivatedGood sense of humourCreative | EmpatheticConfidentEnthusiasticFriendly, outgoingFlexibleHard-workingHigh personal integrity |  |
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