## S:\Logos new US\New Logo - 2017\TheUS_White_Circle_Logo.png

## UNITED SYNAGOGUE JOB DESCRIPTION

### JOB TITLE: Cheder Teacher

# LOCATION: Kingston, Surbiton & District Synagogue - Cheder

**WORKING HOURS:** 3 hours a week, worked on Sundays – Term Time

**SALARY:** £2,800 pa, inclusive of holiday pay

**REPORTS TO:** Head Teacher of Kingston, Surbiton & District Cheder

**BENEFITS:** 20 days holiday, plus Statutory Bank Holidays, pro rata, to be taken during vacation times

Jewish festivals when they fall on a normal working day

Childcare Vouchers

Auto-Enrolled Pension

OVERALL PRINCIPAL PURPOSE

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

**Key Tasks**

1. To arrive promptly on Sunday morning at 9.30 am and to be ready to start the teaching day
2. To work alongside other teachers to develop the religious/ Hebrew learning of the children
3. To help organise and participate in activities and age appropriate events/programmes/outings for the cheder children alongside the other teachers

**Responsibilities**

1. Set up the classroom prior to the children arriving and to clean the classroom at the end of the cheder morning
2. Teach all children to read Hebrew to a high standard
3. Organise arts and crafts and creative work
4. Supervising assistants as required
5. Keep up to date attendance and work records
6. 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 parents about concerns or suggestions they have regarding their child
3. To submit lesson and resource plans weekly to the Head Teacher (on a Wednesday)

**Health and Safety Responsibilities**

1. To ensure that all health and safety policies are adhered to
2. To be familiar with the Cheder’s ‘Safeguarding policies' ensuring the safety of the students and teachers at all times

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Essential | Desirable |
| EducationJewish Studies GCSE | Graduate of a UK universityGraduate of Yeshiva/Sem |
| Aptitude/skills Excellent and inspirational teacher Computer literate |  |
| ExperienceA teacher of at least 1 years’ experience Demonstrate a creative approach to teaching |  |
| Personal qualitiesApproachableOrganised and good time keepingAbility to work as part of a team with professional staffSelf-motivatedGood sense of humour Creative | EmpatheticConfidentEnthusiasticFriendly and outgoingFlexibleHard-workingHigh personal integrity |
|  |  |

**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 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.**