



JOB TITLE:	Cheder Teacher for a class of children aged between 7-10
LOCATION:	Richmond Synagogue
REPORTS TO:	Head Teacher
HOURS:	Part Time, Term Time, 3 hours - Sunday - 9.30 am -12.30 pm Plus 1.5 hours preparation time during the week
SALARY:	£50 per session

PURPOSE OF THE JOB:

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

KEY TASKS:

1. Create inspiring, informative, and thorough lesson plans for each session based on approved syllabus and submit them to the Head Teacher in advance.
2. Ensure that learning is fun and interesting by employing a variety of engaging teaching methods, including both traditional and non-traditional activities such as art projects, role playing, graphics, IT and music
3. Lead Hebrew reading sessions
4. Set appropriate homework

RESPONSIBILITIES:

1. Teach all children to a high standard
2. Act as a role model for the children
3. Manage the classroom assistant (if applicable) and act as a mentor
4. Keep up-to-date attendance and work records
5. Participate in professional development and training
6. Participate in and occasionally lead Cheder assembly
7. Organise arts and crafts and creative work
8. Keep the classroom tidy and organised

COMMUNICATION RESPONSIBILITIES:

1. Communicate effectively and sensitively with all children in the Cheder
2. Communicate effectively and sensitively with parents about their child(ren)'s progress and any concerns they have regarding their child(ren)
3. Provide a report on each child at the end of each academic year
4. Attend staff meetings out of Cheder hours meetings
5. Participate in training and development programmes as required

PERSON SPECIFICATION

The successful candidate will provide the community with a positive and engaging role model of modern orthodox Jewish family life. The candidate should demonstrate the following qualities, skills and experience:

Essential	Desirable
Knowledge (Education & Related Experience): <ul style="list-style-type: none">• Good level of Jewish knowledge including: religious practices and philosophy, customs, traditions, culture and history (both ancient and modern)	<ul style="list-style-type: none">• At least one year of teaching experience• Experience with Special Needs Children
Skills <ul style="list-style-type: none">• Good level of Hebrew	
Aptitude/skills <ul style="list-style-type: none">• Excellent and inspirational teacher• Computer literate, with ability to create artistic/graphic presentations and activities• Ability to work as part of a team• Organised and good time keeping	
Personal qualities <ul style="list-style-type: none">• Approachable• Empathetic• Confident• Friendly, outgoing• Highly Innovative• Flexible• Self-motivated• Hard-working• Sense of humour• High personal integrity	

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| <ul style="list-style-type: none">• Creative• Inspirational | |
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GENERIC OTHER 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