



# The Tribe Aleph NW Cheder

## United Synagogue Job Description

<b>JOB TITLE:</b>	Class Teacher
<b>SALARY:</b>	£2,400 per annum (Inclusive of Annual Leave)
<b>REPORTS TO:</b>	Headteacher
<b>HOURS:</b>	9:15 am- 12.45 pm on Sundays during term time. Training days and meetings as appropriate.
<b>BENEFITS:</b>	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

### KEY TASKS

1. To teach each the class in such a way that provides an educational, dynamic, stimulating, enjoyable and safe environment.
2. To inspire and motivate the pupils of the centre providing creative, dynamic , meaningful, relevant and quality lessons according to the curriculum.
3. To be part of an active and cohesive staff team contributing to the overall success of the Centre and experience of the children.
4. To be committed to the aims of the United Synagogue and act as an ambassador for the organisation.
5. To comply with The United Synagogue's policy and procedures and code of expectations.

### RESPONSIBILITIES

1. Maintain classroom discipline, positive atmosphere and the general enthusiasm of the pupils.
2. Produce and present exciting weekly lesson plans, including resources to be employed, to the Director during the week prior to each lesson during term time, produce termly programmes of work in good time for review and discussion and develop format and content as required.

3. Participate in professional development, inset days and training workshops with the Director. Attend meetings out of regular hours with parents and governors, if required.
4. Communicate effectively, sensitively and professionally to the children in the Centre, and to the parents/carers about concerns or suggestions they have regarding their child.
5. Be responsible for the Hebrew reading level of your pupils, have a working knowledge of our Hebrew reading scheme and supervise reading assistants as required.
6. Assist with and participate in general educational activities, programmes and outings as appropriate.
7. Keep up to date and clear attendance and work records, available for inspection at any time, and provide a report on each child's progress at the end of each academic year.
8. Arrive promptly at least 30 minutes before the start of any lesson and set up the classroom prior to the children arriving. Ensure your supplies are stored in an orderly manner and ordered appropriately.

## **HEALTH AND SAFETY RESPONSIBILITIES**

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

## **OTHER**

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.

In undertaking the above role you will be expected to comply with any policies and procedures that United Synagogue may issue. This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder.

Because 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.