



## United Synagogue Job Description

<b>JOB TITLE:</b>	Head of Zone
<b>LOCATION:</b>	The Zone - Finchley Synagogue (project led by Hampstead Garden Suburb Synagogue)
<b>WORKING HOURS:</b>	5-6 hours per week (Sunday mornings during term-time 9.30 am to 12.45 pm. The rest of the hours would be for mid-week planning and syllabus building)
<b>SALARY:</b>	Dependent upon experience
<b>REPORTS TO:</b>	Director of Aleph Learning Centre
<b>BENEFITS:</b>	20 days holiday, plus 8 Bank Holidays - pro rata Ride-to-Work Scheme Employee Assistance Programme Auto-Enrolled Pension

### 1.SCOPE OF JOB

The Zone is an exciting bar/bat mitzvah programme for children in Year 7 which has been run for a number of years, very successfully. This joint project led by HGSS will give an opportunity to work with communities to create a new and dynamic programme for Jewish pre-teens.

### 2.KEY TASKS

- Develop and improve the existing programme which is a broad, dynamic, and innovative programme covering a range of topics.
- Provide engaging Jewish education where children are encouraged to explore Jewish topics and traditions focusing on their relevance today.
- Inspire and motivate the children using a variety of hands on and experiential learning methods, offering meaningful and relevant lessons and activities.
- Maintain overall discipline, a positive atmosphere, and the general enthusiasm of the children at the centre.

- Manage and inspire other Zone staff as appropriate.

### **3. RESPONSIBILITIES**

- Ensure the venue is maintained for purpose each week.
- Coordinate all elements of the programme including guest speakers, events, and outings as appropriate.
- Liaise with other staff to oversee and support their sessions and teaching as necessary.
- Keep up to date, clear attendance and work records.
- Participate in professional development, inset days, and training workshops with the line managers. Attend meetings out of hours with line managers as required.
- Communicate effectively, sensitively and professionally to the children in the venue, and with parents about concerns or suggestions they have regarding their child.
- Provide weekly letter of highlights and activities with photos for the Zone parents.

### **4. 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.

## 5. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	COMMENTS
<b>Education</b> Jewish Studies GCSE	<ul style="list-style-type: none"> <li>•Graduate of a UK University</li> <li>•Graduate of Yeshiva/Sem</li> </ul>	
<b>Aptitude/Skills</b> <ul style="list-style-type: none"> <li>•Excellent and inspirational teacher</li> <li>•Computer literate</li> </ul>		
<b>Experience</b> <ul style="list-style-type: none"> <li>•Previous teaching or informal education experience with teens</li> <li>•Demonstrable creative approach to teaching</li> <li>•Ability to motivate and inspire staff and pupils</li> <li>•Ability to manage discipline in an informal setting</li> </ul>		
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>•Approachable</li> <li>•Organised</li> <li>•Punctual</li> <li>•Team player</li> <li>•Highly Innovative</li> <li>•Self-motivated</li> <li>•Creative</li> <li>•Inspirational</li> <li>•Committed</li> <li>•Personal integrity</li> </ul>		

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.