

NWSS Job Description

POST:	Head Teacher
LOCATION:	NWSS
HOURS:	3.5 hours on Sunday mornings plus approximately 2 days per week
RESPONSIBLE TO:	Chairman and Council
RESPONSIBLE FOR:	Cheder staff

BACKGROUND:

North West Surrey Synagogue (NWSS) is a progressive Jewish community, now seeking a Head for its Cheder (Religion School). With about 300 members (families, couples, individuals) 2018 marked our fiftieth anniversary.

THE CHEDER:

Our Cheder has about 40 pupils, from 5 years old to post-Bnei Mitzvah. Over the next 18 months the Synagogue will be undertaking a fundamental review of what the community expects and wants of its Cheder, so NWSS is now looking for a person to lead the Cheder during this period. This will be a period of appropriate evolution and development, which may lead to more fundamental changes. This is therefore an appointment for two years (for an exceptional candidate we will consider a 12- or 18-month contract), although the contract will be renewable by mutual agreement with a revised job description following from any changes in our Cheder which this review recommends.

We have a part-time Cheder Administrator to manage the non-teaching aspects of the Cheder.

PURPOSE OF THE JOB:

To provide the vision and professional leadership of NWSS Cheder to ensure its success as an institution, high quality education for its pupils and building an environment in which staff and pupils can achieve their full potential. To take overall responsibility for the safeguarding and welfare of pupils and staff when Cheder is held.

Responsibilities & Duties

1. Leading & Managing Staff and Pupils

- Being a figurehead for the teaching staff and assistants, providing cover as required with teaching.
- Overall management of Cheder including management of pupil behaviour and monitoring the performance of all pupils. Setting targets as appropriate for pupil progress and attainment.
- Setting standards and modelling best practice for the teaching staff and pupils.

- Promoting the ethos of NWSS to teachers encouraging high standards, taking initiative and team work.
- Recruiting new staff as required.
- Managing regular communication with teaching staff through the Cheder Administrator, ensuring that lessons are planned effectively.
- Managing the performance and motivation of teachers including undertaking any disciplinary action required in conjunction with the NWSS Chairman.
- Setting up and managing training as well as any meetings as required.
- Undertaking the role of Designated Safeguarding Lead for Cheder. Training will be provided for this.

2. Assessing Performance & Management Liaison

- Ongoing liaison with the NWSS Council and Community Rabbi to discuss any issues and agree action required.
- Leading Cheder Management meetings and ad-hoc meetings and telephone discussions as required.
- Developing a programme of teaching staff reviews and ensuring teaching and learning are high quality and provide challenge to all learners.
- Developing a programme of Parent Consultation mornings to review the work of individual students.

3. Curriculum Development & Teaching Support

- Demonstrating good practice in teaching duties.
- Provision of an appropriate curriculum which meets the needs and stated aims of Cheder and coordination of all resources required to deliver the curriculum.
- Continual review and management of the Cheder curriculum in conjunction with the Cheder Management Team and Rabbi.
- Monitoring education developments and trends in the wider Jewish educational arena and encouraging improvements and new developments in the curriculum.
- Supporting teachers with teaching and curriculum advice and on occasion model good practice in classrooms.
- Providing ongoing pastoral care for all staff and addressing any issues.

4. Managing Events & Activities

- In conjunction with other Synagogue groups and committees, e.g. the Festivals Team, managing all regular and ad-hoc activities and events within Cheder.
- Leading Shacharit (morning assembly and service) in Cheder

5. Teaching Materials & Resources

- Planning and setting out teaching resource requirements for each academic year including teaching and materials.
- Ongoing review and coordination of ordering of materials.
- Liaison with the CMT and Council to agree weekly and annual resource requirements and funding for exceptional items.
- Directing the Cheder Administrator to ensure teaching materials and resources are managed efficiently.

6. Additional Responsibilities

- Provision of articles for the NWSS Newsletter (Haderech).
- Working with the Cheder Administrator to ensure effective communication with parents.

Generic Duties

- Maintaining high levels of discretion and confidentiality at all times.
- Being committed to the aims of NWSS and acting as an ambassador for the Synagogue.
- Contributing to, and complying with, NWSS' policies and procedures.
- Ensuring that safeguarding is at the centre of any decisions taken.
- Working collaboratively with other colleagues across the Synagogue.
- Undertaking appropriate training as required
- Carrying out any other reasonable duties as requested by NWSS Council.

This Job Description and the related Person Specification are not prescriptive; they merely outline 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 NWSS' operational procedures.

Terms

The salary will be aligned with the successful candidate's qualifications and experience. Appropriate expenses will be paid. The holiday entitlement will be pro-rata to 28 days (5.6 weeks) full time.

Salary and expenses will be subject to annual review by the Synagogue Remuneration Committee.

Other employment by the Cheder Head Teacher must be approved by their line manager to ensure that it does not prevent the Head Teacher from fulfilling their responsibilities in this role.

Closing date for applications is Monday 24 June 2019.