JOB DESCRIPTION: Informal Jewish Educator

The following job description is for the guidance of candidates as to the requirements of the post. It may be changed by the Headteacher, in consultation with the postholder, to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified.

PURPOSE:	To play a key role under the auspices of the Governing Body/Headteacher and under the overall direction of the Director of Jewish Life in delivering an outstanding Informal Jewish Education and Israel Education provision for the school.
RESPONSIBLE TO:	Informal Jewish Education Coordinator
DISCLOSURE LEVEL:	Enhanced
SALARY/GRADE:	NJC 4-6
WORKING TIME:	34 hours per week across 5 days throughout the year.

Main areas of responsibility to include:

- The provision of an innovative, appropriate, relevant and exciting Informal Jewish Education programme, including social action projects, festival celebrations, Israel Education and residential programmes across each key stage of the school.
- Supporting the IJE team in the strategic planning, monitoring and evaluation of a fully integrated Informal Jewish Education programme that reflects the values covered in the Formal Jewish Education curriculum.
- Working with colleagues to run effective Informal Jewish Education and Social Action initiatives.

Main (core) duties:

- To take a key role in the facilitation of and development of a wide variety of innovative, appropriate, relevant and exciting informal activities within the school including social action projects, Jewish festival celebrations, Israel Education and opportunities for students to explore their identities.
- To provide an informal Jewish education programme that reflects our pluralist Jewish ethos.
- To coordinate, plan and deliver the Year 7 IJE programme.
- To facilitate the Year 8 volunteering programme.
- To support the delivery of the Sixth Form IJE programme.
- To plan and deliver whole-school programmes for festivals such as Rosh Chodesh, Purim and Yom Ha'atzmaut.
- To plan and deliver a programme of lunchtime clubs.
- To continue to develop a whole school interfaith programme.
- To plan and facilitate residential activities such as the Year 7 Shabbaton and Year 10 Lag B'Omer trip.
- To develop sustainable relationships with a wide variety of Jewish and non-Jewish organisations and charities to ensure a dynamic and creative menu of activities is offered, to the benefit of JCoSS students in particular and community cohesion in general.
- To attend meetings of the Jewish Education Faculty.
- To implement the school Behaviour and Anti-Bullying Policy.

- To work in partnership with staff in the PSRP (Pears Special Resource Provision for children with autism) to ensure that relevant activities are developed for PSRP students.

Additional Duties:

- To play a full part in the life of the school community, to support its mission and ethos and to encourage and ensure staff and students follow this example.
- Maintain a visible, professional and high profile within the school.

Other Specific Duties:

- To continue personal development.
- To engage actively in the performance review process.
- To undertake any other duty as directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subject's personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Informal Jewish Educator

Essential unless noted as Desirable

Education and Training
- Youth Work qualification (desirable)

Skills/Professional Qualities
- The ability to support the development an outstanding Informal Jewish Education
- provision in the context of a large school
- The ability to lead whole school activities and enthuse others
- The ability to lead whole school educational campaigns and programmes
- Planning and logistical skills
- Maintaining positive relationships with a wide variety of stakeholders
- Jewish literacy
- The ability to use ICT effectively to engage students

Leadership/Personal Qualities
- Passionate about Informal Jewish Education
- Vision for the development of Informal Jewish Education
- Committed to supporting the School's unique pluralist Jewish ethos
- Understanding of the requirements for, and necessity of, community cohesion
- Always prepared to put the students' needs first
- An effective, flexible and enthusiastic leader
- Ability to listen and effectively communicate and negotiate with a variety of audiences
- Diplomatic with the ability to develop and maintain effective relationships
- Ability to act quickly and sensitively under pressure
- A team player respected by others
- Ability to manage own and others' workloads appropriately
- Able to keep calm in difficult situations, can deal with stress and absorb pressure
- Open and constructive, accepting of feedback and always willing to learn
- Energetic and enthusiastic with an excellent sense of humour
- A 'can do' positive approach
- Excellent attendance and punctuality record
- Awareness of and commitment to Equal Opportunities issues; a commitment to working in a multi-cultural environment and with students from diverse backgrounds