JOB DESCRIPTION
for
Informal Jewish Educator

PURPOSE OF POST

To promote the students' sense of Jewish identity, as well as interest and involvement in and commitment to Judaism, through positive and challenging learning experiences, and to embed social action and charity within JiEP.

LINE MANAGER

The postholder will be responsible to the Head of JiEP.

CORE RESPONSIBILITIES

1. Plan, organise and implement programmes.
2. Create and facilitate events for identified groups of students within the School.
3. Implement and participate in Informal Jewish Education activities for specific Year Groups or whole-school events.
4. Devise and organise programmes/events and implement them outside of the school day, e.g. Shabbatonim, Visits.
5. Ensure that all practical considerations for Informal Jewish Education events and activities are organised as necessary, e.g. budget, catering, transport, staffing, etc.
6. Accompany and participate in school visits, including residential ones, which may take place outside of the regular school day and may be abroad.
7. Work as part of the Informal Jewish Education team, in partnership with the Jewish Education department as a whole, to create more Informal Jewish Education programmes.
8. Plan, organise and deliver Informal Jewish Studies sessions to specific classes/groups of students as part of the students' timetabled provision.
9. Promote 'Jewish Life' through working with other Faculties by having a presence at major school events.

OTHER

1. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.

2. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

3. Assume other duties which may be reasonably required or delegated by the Headteacher, from time to time.

The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.

Date of Issue: March 2019

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Signed:_____ Date:_____

Name *(in caps)*:_____

PERSON SPECIFICATION for JiEP Informal Educator		
CRITERIA	**ESSENTIAL/ DESIRABLE**	**EVIDENCE ***
QUALIFICATIONS AND TRAINING		
Graduate of a Yeshiva or Seminary	E	A/F
Background in youth work	E	A/F
Degree or equivalent qualification from a recognised institution of higher education	D	A/F
PROFESSIONAL EXPERIENCE		
Experience of working within a community setting	D	A/F
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Prior knowledge of Jewish community / communal organisations	E	A/F/I
Understanding of issues related to young people's needs	E	A/F
Awareness of policies and procedures relating to child protection	E	I/R
Prior experience and knowledge of Israel	D	A/I/R
SKILLS AND ABILITIES		
Ability to be creative	E	L/I/R
Ability to establish and maintain effective working relationships at all levels and to work effectively as part of a team	E	I/R
Ability to exercise discretion and to keep information confidential	E	I/R
Ability to form and maintain appropriate relationships with children	E	I/L/R
Ability to inspire young people with a love of Judaism	E	L/I/R
Ability to manage time effectively and to take the initiative	E	L/I/R
Ability to pay attention to detail and be methodical	E	I/R
Ability to speak to a large audience	E	L/I/R
Ability to work cheerfully and enthusiastically under pressure, with a flexible approach when working to short deadlines and to multi-task	E	L/I/R
Ability to work in a busy environment	E	L/I/R
Ability to work systematically and to prioritise tasks	E	L/I/R
Excellent organisational skills	E	L/I/R
Good eye for presentation, design and display	D	L/I/R
Good inter-personal skills; ability to deal with adults and young people in a polite and courteous manner	E	L/I/R
High level of competence in Word, Excel, PowerPoint and Outlook	E	I/R
Skills in Web design	D	I/R
Well spoken; good telephone manner	E	L/I/R
PERSONAL QUALITIES		
Adaptability, reliability, dedication and commitment	E	I/R
Calm and patient	E	I/R
Commitment to equal opportunities and inclusion	E	I
Desire to learn and adapt to changing situations	E	I/R
Integrity	E	I/R
Good judgement	E	L/I/R
Good rôle model	E	L/I/R
Keen sense of professionalism8	E	I/R
Loyal, caring and dedicated	E	I/R
Positive attitude	E	I/R
Perseverance and enthusiasm	E	I/R

* ***A = Application Letter*** ***F = Application Form*** ***L = Demonstration Lesson*** ***I = Interview*** ***R = Reference***

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.