



## JOB DESCRIPTION for Head of JiEP

**FTE: PO1 – PO2: £38,934 to £43,701**

**Actual salary £33,340.49 - £37,422.63– Term time only (39 weeks)**  
*(depending on qualifications/skills and experience)*

### PURPOSE OF POST

JiEP (Jewish Informal Education Programme) aspires to bring Judaism 'to life' through giving JFS the opportunity to actively experience a diverse range of Jewish moments and values. The Programme is based on a curriculum of Jewish teachings, culture, Torah-values, love of Israel, primacy of charity/social action and which sets out to evoke feelings and memories that realise the School's motto of Orah Viykar (Light and Honour).

We are seeking an experienced, motivated, organised, effective 'Director of Informal Jewish Education' to strategically lead on the vision and to plan, manage, implement and oversee the activities for Informal Jewish Education at JFS. In addition, the Director of Informal Jewish Education will be responsible for managing and developing the JiEP team and will work closely with the Head of Faculty for Jewish Education and the Deputy Headteacher (Jewish Life and Learning) to ensure that the approach to Jewish Education at JFS is coordinated and united.

### LINE MANAGER

The postholder will be responsible to the Deputy Headteacher – Jewish Life and Learning

### CORE RESPONSIBILITIES

1. Oversee the strategic development of Informal Jewish Education at the School.
2. Plan, organise and implement a diverse range of Informal Jewish Educational Programmes in keeping with the aims set out in the 'purpose of post' section above.
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/activities are highly organised as necessary, e.g. budget, catering, transport, staffing, etc.
6. Oversee all aspects (educational, logistical etc.) of the Informal Jewish Educational Trips such as ATOI, Poland, the Israel Residential Scheme etc. working closely and effectively with the Educational Visits Coordinator, pastoral teams and tour operators.
7. Accompany and participate in school visits, including residential ones, which may take place outside of the regular school day and may be abroad.
8. Lead, manage and develop the JiEP team.
9. Work with the Head of Faculty for Jewish Education and the Deputy Headteacher (Jewish Life and Learning) to ensure there is a coordinated, united approach to Jewish Education at the school.
10. Plan, organise and deliver Informal Jewish Studies sessions to specific classes/groups of students as part of the students' timetabled provision.



11. Work with other Faculties and where possible, to ensure that JiEP have a presence at major school events.
12. Develop existing partnerships/relationships with third parties and seek to build new ones, subject to the approval of the Deputy Headteacher – Jewish Life and Learning
13. Create an increased culture of charity giving and social action at the School
14. Oversee the development of a JiEP Israel-Education programme at the School

#### 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: December 2022**

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Signed:\_\_\_\_\_

Date:\_\_\_\_\_

Name (*in caps*):\_\_\_\_\_



PERSON SPECIFICATION for HEAD OF JIEP		
CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE *
<b>QUALIFICATIONS AND TRAINING</b>		
Graduate of an Orthodox or an Orthodox Israel-based Gap Year Scheme	E	A/F
Strong background in youth work	E	A/F
Experience of working for a youth movement	D	A/F
Degree or equivalent qualification from a recognised institution of higher education	D	A/F
<b>PROFESSIONAL EXPERIENCE</b>		
Experience of working within a community setting	D	A/F
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>		
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 of creating and running Israel educational programmes	E	A/F/I
Prior experience of involvement and charity and social action initiatives	E	A/F/I
Experience at successful leadership/management of a team	E	A/F/I
<b>SKILLS AND ABILITIES</b>		
Ability to be creative	E	L/I/R
Ability to manage a team	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
<b>PERSONAL QUALITIES</b>		
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 judgment	E	L/I/R



Good role model	E	L/I/R
Keen sense of professionalism	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.