

## JOB DESCRIPTION

<b>Job Title:</b>	Cheder Teacher
<b>Job Location:</b>	Clore Shalom School (unless otherwise directed)
<b>Reports to:</b>	Cheder Headteacher (Head of Youth and Families)
<b>Hours:</b>	9.15 – 12.45 Sundays (approximately 33 sessions per year during term time) including X3 compulsory team training days per year

### JOB PURPOSE:

To plan, co-ordinate, educate and ensure the smooth running of a designated Cheder class at Radlett Reform Synagogue, including supporting and running any Cheder events.

### RESPONSIBILITIES:

- Adequately prepare for and plan lessons well in advance, on the basis of the agreed Hebrew and Jewish Studies curriculum.
- Communicate any resource needs with the Youth Administrator in plenty of time and by the prior Tuesday at the latest.
- Submit lesson plans in advance as requested by the Headteacher, including to your Madrichimot so that they know what is expected of them.
- Meet with the Headteacher as required for feedback, appraisal and educational planning.
- Meet with other Cheder teachers as and when necessary to ensure the smooth running of inter-class programmes.
- Manage madrichimot assigned to them, ensuring they know what they are required to do each week.
- Support madrichimot in developing their role, empowering them to take responsibility for some lessons or parts of lessons, as and where appropriate.
- Inform the Headteacher well in advance if unable to teach for reasons other than illness.
- Arrange the classroom so that it is conducive to learning.
- Ensure that the classroom is left in order at the end of each class session, reporting any damage to the Headteacher.
- Provide break time supervision according to the rota set by the Headteacher.
- Adhere to all the relevant policies and procedures of the Cheder and of Radlett Reform Synagogue.
- Respect the confidentiality of students and families. If you have a concern about something you see or overhear, you should report it to the Headteacher (Designated Senior Person (DSP)) at the earliest opportunity.
- Report to the Headteacher (DSP) all accidents and incidents occurring during hours of work.
- Meet with students or parents as necessary before or after class sessions.
- Submit comments for end of year certificates relating to each pupil in their class.
- Participate in all Cheder staff meetings and training offered by the synagogue.
- Attend other Cheder related events as agreed with the Cheder Headteacher.
- Attend/complete all requested training sessions.