

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Cheder Headteacher

Job Holder: Vacant

Job Location: Oxford Jewish Congregation (OJC), 21 Richmond Road, Oxford, OX1 2JL

Salary: up to £25 per hour depending on experience.

Hours: 16 hours per week (9:00 am – 1:00 pm on Sundays during Term Times)

Pro rata: (35 weeks per year)

Reports to: President of OJC and Council

Responsible for: approx. 12 staff

JOB PURPOSE:

To lead the effective delivery of Jewish educational activities through the provision of a dynamic, enjoyable and accessible Cheder which follows an educational policy agreed with the OJC Council.

Rank	
1	To have overall responsibility for the Cheder programme and all activities including the supervision of teaching Hebrew, Jewish Studies and Options, organising extra activities of the Cheder calendar and creating a safe and positive learning environment for all children (including those with special needs) and staff while keeping Cheder parents, the OJC Council and wider community regularly informed about the relevant developments in the Cheder.
2	To recruit and manage all staff and volunteers involved with the Cheder in conjunction with Safer Recruitment and Safeguarding policies and OJC Council as needed. Specific responsibility for training and support of the teaching team and parent volunteers.
3	To manage the organisational and administrative aspects of the Cheder with an awareness of budgeting and to manage payroll. Maintain appropriate records for both staff and pupils and provide reports and information to the OJC Council and Cheder parents as needed. All tasks to be undertaken in close co-ordination with the OJC centre management team.
4	To support the continued development of the curriculum and other educational policies and activities involving the children and young people of the synagogue congregation, including youth groups and children's services.
5	Specific responsibility to 1) Celebrate the diverse denominations of the OJC and 2) motivate and involve volunteer parents and community members in the Cheder programme.

6	To coordinate the GCSE programme and administrative aspects of entering candidates at a designated exam centre.
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PERSON SPECIFICATION	
Knowledge (Education & Related Experience): <ul style="list-style-type: none"> • Strong levels of Jewish knowledge including both Hebrew and Jewish studies. (E) • Experience of working in an educational context ideally in a senior capacity. (D) • Experience of recruiting and managing people. (E) • Awareness of financial budgeting. (D) • Awareness of Safeguarding and Additional Needs as they pertain to an educational setting. (E) • Teaching or similar qualification. (D) 	
Skills (Special Training or Competence): <ul style="list-style-type: none"> • Proven planning and organising skills (E) • Ability to understand and develop curriculum content and creative and effective forms of teaching methods. (E) • Proven interpersonal communication skills –written and oral, (E) • Leadership and motivational skills – ability to motivate, inspire, influence and engage a wide variety of people including staff, synagogue organisation, children and parents. (E) 	
Behaviours and Attitudes: <ul style="list-style-type: none"> • Judgement – ability to make high quality decisions through evaluating all relevant data and reaching unbiased conclusions. (E) • Team working – respectful and inclusive of the contribution of staff and of volunteers, with ability to make a positive contribution within different team situations. (E) • Interpersonal sensitivity and discretion – ability to be sensitive to and respond appropriately to different types of people and events as needed. (E) • Vision, proactivity and persuasiveness – ability to recognise, create and seize opportunities to further develop the Cheder. (E) • Flexibility- ability to handle last minute changes or/and adapt to a situation as it requires, maintaining composure. (E) 	

KEY RELATIONSHIPS	
<u>Internal</u> Children and young people Cheder Team Shul Management OJC Council	<u>External</u> Parents Volunteers Head teacher forums

