**Hasmonean Multi-Academy Trust**

**JOB DESCRIPTION**

**Job Title:** Menahel(es) – Hasmonean High School for Girls

**Responsible to:** CEO, Hasmonean MAT

**Responsible for**: Leadership of Girls’ Kodesh Year 7-13

**Liaising with**: Executive Leadership Team

Senior Leadership Team

Kodesh Team

Sixth Form Heads

Student Support Services

Jewish organisations

Governors and Trustees

Parents

**Working Time**: 195 days per year. Full time

**Disclosure Level:** Enhanced

**Duties**: The School Teachers' Pay and Conditions Document

(Part XI) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.



**Summary: the role of Menahel(es) is new to Hasmonean and therefore subject to further development and definition.**

**Hasmonean is a community school that aims to serve a range of Torah observant community members. The core purpose of the position is to create a strong centrality of the principle of Torah im Derech Eretz throughout the school and to promote it throughout the wider community.**

**The Menahel(es) will primarily be responsible for redesigning and promoting the Midrasha and will have overall responsibility for the Kodesh provision in the school.**

**(S)he will seek to inspire the girls toward a passion for living as Torah observant women, contributing to their broader communities, through his/her own passion and commitment to Torah values.**

**(S)he will have extensive experience educating a wide range of students and a strong background in analytic and textual skills in order to significantly raise the standard of kodesh provision in the school, creating an atmosphere of excellence while understanding individual student’s requisites to succeed.**

**(S)he will have creative and innovative approaches toward inspiring and motivating the Hasmonean students to achieve their potential: spiritually, emotionally and interpersonally.**

**(S)he will have excellent interpersonal skills to manage a large team of teachers and staff. The role is varied and demanding and as such, requires wisdom, inner strength, integrity and above all, commitment.**

**Core Purpose of the Menahel(es) – Girls’ School**

* Ensuring that Torah Im Derech Eretz (under the guidance of the JSSM/ Elector Rabbonim) is the central and overarching guiding principle of the SLT’s decision making processes, in both academic and informal education, and is reflected and felt throughout the school.
* Being responsible for the spiritual and emotional wellbeing of the girls within the school
* Ensuring students are stretched, challenged and supported to reach their full potential
* Ensuring that teachers are inspired and supported to enable students to reach their full potential
* Ensuring that the curriculum, assessment schedule and standards of teaching and learning are world class and that they are capable of inspiring and supporting students from a variety of outlooks and backgrounds
* Ensuring that the ruach of the main school and Midrasha are palpable and that informal and extra-curricular education is of the highest quality
* Ensuring that systems are in place to ensure that student progress and standards of learning and teaching can be evaluated effectively via the School Evaluation Form and School Development Plan
* To lead, manage and develop all aspects of Jewish Studies at the Girls' School including any extra-curricular/ after school/ Sunday programmes.
* To effectively manage and deploy teaching/support staff, financial and physical resources

**Main Duties**

**1. Operational/ Strategic Planning**

1.1 To lead the development of appropriate syllabuses, resources, schemes of work, lesson plans, marking policies, assessment and teaching and learning strategies in the department.

1.2 To supervise and monitor the work of the subject leaders within the Jewish

Studies Learning Area

1.3 To actively monitor and accelerate student progress

1.4 To implement School policies and procedures (not only those pertaining to the Kodesh curriculum)

1.5 To work with colleagues to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.

1.6 To liaise and collaborate where appropriate with other leaders and managers.

1.7 To lead and manage the business planning function of Jewish Studies and to

ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the School.

1.8 To foster and oversee the application of I.C.T., including the development of materials for on-line learning as well as other emerging technologies.

1.9 To ensure that Health and Safety policies and procedures, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary.

**2. Curriculum Provision**

2.1 To liaise with the Executive Leadership Team and governors to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan and School Evaluation Form.

**4. Staffing**

4.1 To work with the Senior Leadership Team to ensure that staff development needs in Jewish Studies are identified and that appropriate programmes are designed to meet such needs.

4.2 To undertake Performance Management Review(s) and to act as reviewer for the Jewish Studies leaders.

4.3 To ensure appropriate arrangements are made for classes when staff are absent, ensuring appropriate cover work within the relevant subject and liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the subject area

4.3 To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.

4.5 To be responsible for the day-to-day management of staff in the department and act as a positive role model.

**5. Quality Assurance**

5.1 To ensure that the department's quality procedures meet the requirements of Self Evaluation and School Development Plan.

5.2 To undertake constant review of the quality and impact of teaching and

professional development.

**6. Management Information**

6.1 To ensure the maintenance of accurate and up-to-date information concerning all aspects of Jewish Studies on the management information system.

6.2 To make use of analysis and evaluate performance data provided.

6.3 In conjunction with the relevant member of the school's Senior Leadership Team, to manage the department's collection of data.

6.4 To provide the Governing Body and Trust Board with relevant information relating to the department's performance and development including attendance at all Jewish Studies Committee meetings and write regular reports.

**7. Communications**

7.1 To ensure that all members of the department are familiar with its aims and objectives and those of the school.

7.2 To ensure effective communication/consultation as appropriate with all stakeholders.

7.3 To liaise with partner schools, higher education, industry, examination boards, awarding bodies, seminaries and other relevant external bodies.

7.4 To ensure that all aspects of the school's web site associated with the department are up to date and relevant.

7.5 To chair meetings of the department in accordance with the school's published meetings cycle.

**8. Marketing and Liaison**

8.1 To contribute to liaison and marketing activities, e.g. the collection of material for press releases, parents' news letters and meetings with prospective parents.

8.2 To lead the development of effective department links with feeder schools

and the community, attendance where necessary at liaison events in feeder schools and the effective promotion of Jewish Studies at Open Days/Evenings and other events.

8.3 To actively promote the development of effective links with external agencies.

**9. Management of Resources**

9.1 To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

9.2 To work with the Executive and Senior Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently time­tabled and roomed.

**10. Pastoral System**

10.1 To monitor and support the overall progress and development of students within Jewish Studies.

10.2 To ensure that student attendance is monitored together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

10.3 To ensure the behaviour management system is implemented in the subject areas department so that effective learning can take place.

**11. Teaching**

To undertake an appropriate programme of teaching:

11.1 To teach, students according to their educational needs, including the setting and marking of all classwork and coursework carried out by students in school and elsewhere.

11.2 To assess, record and report on the attendance, progress, development and

attainment of students and to keep such records as are required.

11.3 To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.

11.4 To undertake a designated programme of teaching.

11.5 To ensure a high quality learning experience for students which meets internal and external quality standards.

11.6 To prepare and update subject materials.

11.7 To maintain good discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

**12. Personal Responsibilities**

12.1 To play a full part in the life of the school and its community, to support its distinctive ethos and to encourage staff and students to follow this example.

12.2 To actively promote school policies and procedures.

12.3 To be responsible for your own continued professional development.

12.4 To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.

12.5 To undertake duties before school, at break, at the end of the lunch period and after school on a rota basis.

12.6 To attend calendared meetings.

12.7 To set cover work during leave of absence.

12.8 To take personal responsibility to safeguard and promote the welfare of children and young people.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the CEO.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Date of Issue: May 2020**

**Andrew McClusky**

**CEO**

**Person Specification - Menahel(es)**

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| Criterion | Essential | Desirable |
| Professional Qualifications | * A good degree * One or more years’ study in a recognised seminary or yeshiva |  |
| Skills and Attributes | * Creative approach to imparting education and Torah values * A passion for chinuch and for ensuring that each student realises their own * Effective and sensitive communicator to a range of audiences * Ability to successfully present, inform, interact and consult with staff * Sensitivity to the school ethos * Willingness to review and if necessary revise a standpoint * Willingness to seek advice and support when necessary * Approachable Enthusiastic leader with ability to inspire trust and confidence * Flexible, energetic, determined * Ability to foster mutual respect in students and adults * Good problem solving skills * Organised, and able to work calmly and effectively under pressure * Can motivate and encourage others especially in a period of challenge and change |  |
| Teaching and Learning | * Substantial, recent and successful experience of * teaching in Years 12 and 13 or young adults * Broad range of educational and teaching experience to support the varied demands of this role. * Outstanding subject knowledge in Jewish * Studies at an advanced level and outstanding textual and analytical skills * Understanding of the use of a range of data to inform planning and underpin individual student progress * Understanding of, and ability to model the characteristics of effective teaching, learning and assessment strategies * Ability to monitor, evaluate and develop teaching and * learning throughout the Subject Area * Experience of, and commitment to, the * education of the whole person promoting social and emotional well-being in addition to academic development * The highest expectations of students and colleagues |  |
| Strategic Direction and Development | * Able to lead, develop and realise strategic plans   for the Subject Area   * Able to motivate, challenge and empower others to deliver a development plan * Knowledge and understanding of educational trends * Commitment to the use of emerging technologies |  |
| Accountability | * Ability to build and maintain effective links with stakeholders * Ability to engage with parents in the education of   their children   * Ability to develop and present a coherent and   accurate account of the Subject Area's performance to a range of audiences including parents and external agencies |  |
| Leading and Managing Staff | * Ability to contribute to the recognition and effective   use of the talents of the teaching team   * Effective management of student behaviour * Ability to undertake effective performance management and development of staff * Ability to take difficult decisions and convey   outcomes clearly and sensitively   * Ability to foster an open, fair and equitable culture |  |
| Managing Resources | * Ability to undertake financial planning and management * Ability to manage and organise the environment and resources effectively and efficiently to ensure they meet the needs of the curriculum and health and safety regulations * Ability to use a range of technologies to manage the Subject Area and to promote effective teaching, learning and assessment * Ability to work collaboratively with others |  |