# Hasmonean High School

**JOB DESCRIPTION**

***Job Title:***                                              Head of Midrasha

***Responsible to:*** Menahel

***Responsible for:*** Leadership of Midrasha

***Liaising with:*** CEO

Head of Girls’ School

Executive Leadership Team

Senior Leadership Team

6th Form Heads

Student Support Services

Relevant staff with cross-school responsibilities relevant non-teaching support staff

Jewish organisations

Trustees and Governors

Parents

***Working 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.

***Allowance Attached to the Post:***L11-L16

(Outer London)

***Postholder:***

**Core Purpose of the Head of Midrasha**

To ensure that:

* The Midrasha a beacon within the school and the community and acts as magnet to retain girls in the sixth form
* The Midrasha has the highest aspirations for girls to enable them to compete with their global counterparts
* The Midrasha’s curriculum is fully differentiated and is well apapted to girls of different abilities and hashkafas in terms of text, skills, discussion and experiential learning to enable them to fulfil their potential
* The Jewish atmosphere within the Midrasha is palpable and the provision includes ‘peak moments’ to ensure that it defines girls’ memories of their time at Hasmonean
* The Midrasha incorporates best practice from the very best Jewish schools around the world in terms of its structure, systems, teaching and curriculum, availing itself of digital technology to strengthen its provision
* The Midrasha regularly evaluates itself and engages in development planning to create a culture of continuous improvement which would be viewed in the highest terms by Pikuach and other regulatory bodies

To also ensure that:

* To co-ordinate the provision of an exciting, broad, relevant and differentiated curriculum for all students differentiating according to learning style and level of student knowledge and observance on admission to Midrasha, in accordance with the vision, objectives and ethos of the school
* To ensure the Chagim and other seasonal events are taught appropriately as part of the curriculum
* To support the development and enhancement of the teaching practice and performance of all teaching staff within the Midrasha at the Girls’ School
* To ensure all staff support, follow and implement the school behaviour management policy and dress code pertinent to students in the Sixth Form
* To ensure staff record and complete school reports according to the stated deadlines and that they are aware of their responsibilities to participate in school INSETs, staff meetings and parents evenings
* To coordinate cover teaching if teachers are absent
* To oversee performance management and appraisal for Midrasha teachers in coordination with the Director of Learning for Kodesh and Menahel
* To work with the Menahel, head of school and Director of Learning for Kodesh on all matters pertaining to recruitment of staff for the Midrasha
* To share accountability for the progress and development of all students within the Midrasha curriculum using a robust and transparent system of assessments
* To ensure attendance is recorded accurately on the school MIS and to liaise with Heads of Sixth Form in this respect.
* To share in the responsibility with Heads of Sixth Form in liaising with parents where a concern arises regarding a student in the Midrasha programme.
* To review Chabura groupings and make appropriate student changes where necessary
* To oversee the uploading of resources
* To assist in the organisation of Shabbatonim, Yom Limmud and Study Leave programmes
* To liaise with Chabura teachers and Sem Administrator to help students with their applications to appropriate Seminaries
* To effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
* To support the review and evaluate the work of the department and to help to prepare and implement department improvement plans as part of the whole school programme.
* To ensure all staff in the Midrasha are up to date with and follow school safeguarding procedures.
* To report either in writing or in person to the Jewish Studies Committee on the Governing Body when requested on the progress of the Midrasha.

## Main Duties

1. **Operational/ Strategic Planning**
   1. To lead and co-ordinate the development of appropriate syllabuses/syllabi, resources, schemes of work, lesson plans, marking policies, assessment and teaching and learning strategies in the learning area.
   2. To supervise and monitor the work of all staff within the Midrasha (Girls’ School).
   3. To monitor actively and follow up student attendance, progress, spiritual and social development.
   4. To implement School Policies and Procedures
   5. To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
   6. To help to ensure that the planning activities of the department reflect the needs of students within the learning area, SIP/DIP and the aims and objectives of the School.
   7. To foster and oversee the application of I.C.T. in the subject areas, including the development of materials for on-line learning as well as other emerging technologies.
   8. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.
2. **Curriculum Provision**

2.1 To liaise with the Director of Jewish Studies to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.

2.2 To be accountable for the development and delivery of the subjects in the Midrasha Learning Area.

1. **Curriculum Development**

3.1 To develop the curriculum development for all aspects of the Midrasha curriculum at the Girls’ School.

3.2 To keep up to date with national and local developments in the subject areas within Jewish Studies, and with teaching practice and methodology.

3.3 To monitor and respond to curriculum development and initiatives at national, regional and local levels including Torah Umesorah initiatives.

3.4 To target and monitor the development of the Midrasha library in accordance with the strategic plans for this area

1. **Staffing**

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

4.2To assist with Performance Management Review(s) and to act as reviewer for some teachers.

4.4 To make appropriate arrangements 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

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

4.6 To promote teamwork and to motivate staff to ensure effective working relations.

4.7 To participate in the school’s ITT programme as required.

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

1. **Quality Assurance**

5.1 To ensure the effective establishment, operation and collection of quality control systems including lesson recording, short and medium term planning

5.2 To establish the process of the setting of targets within the subjects and to work towards their achievement.

5.3 To help to establish common standards of practice in The Midrasha and develop the effectiveness of learning and teaching styles in all relevant curriculum areas within Jewish Studies.

5.4 To co-ordinate the process for lesson observation.

5.5 To help to ensure adherence to school quality assurance within Jewish Studies.

5.6 To help to monitor and evaluate the work of the learning area with agreed School procedures including evaluation against quality standards and performance criteria.

5.7 To seek/implement modification and improvement where required.

5.8 To ensure that the department’s quality procedures meet the requirements of Self Evaluation and School Improvement Plan.

5.9 To undertake, with the Menahel, constant review of the quality and impact of teaching and professional development

1. **Management Information**

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

6.2 To assist in the use of analysis and evaluation of performance data provided.

6.4 To produce reports within the quality assurance cycle.

6.5 To help to manage the department’s collection of data.

6.6 To provide the Menahel with relevant information relating to the learning area’s performance and development.

6.7 To ensure the effective and efficient management of the learning area’s groupings.

6.8 To ensure relevant data is available and used by all staff to support student learning.

1. **Communications**

7.1 To direct the Menahel to ensure that all members of the department are familiar with its aims, objectives, policies, procedures, special programmes and curriculum developments.

7.2 To ensure effective communication/consultation as appropriate with the parents of students.

* 1. To liaise with partner schools, Seminaries and other relevant external bodies.

1. **Marketing and Liaison**

8.1 To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases, parents’ newsletters’.

8.2 To contribute to the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of Jewish Studies at Open Days/Evenings and other events in partner schools and the wider community.

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

1. **Management of Resources:**
   1. To help to manage the learning area’s resources, including identification of need.
2. **Pastoral System**

10.1 To monitor and support the overall progress and development of students within the Midrasha programme and their orthodox Jewish life.

10.2 To help to monitor student attendance 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 consider suitable staffing provision for to support the pastoral, spiritual and social development of all students

10.4 To contribute to the broader curriculum.

10.5 To assist in the implementation of the Behaviour Management system in the learning area so that effective learning can take place.

10.6 To assist in planning, development and implementation of informal educational programmes for the Midrasha

10.7 To work alongside the Head of Sixth Form to ensure students fully appreciate and take on their responsibilities within school including acting as role models

1. **Teaching**

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

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 use a variety of delivery methods which will stimulate learning appropriate to

student needs in Jewish Studies.

11.8 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.

11.9 To undertake assessment of students as requested by external examination bodies, Learning Areas and school procedures.

11.10 To mark, grade and give written/verbal and diagnostic feedback as required.

1. **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 particularly in respect of supporting new leadership and management positions personally taken

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

12.5 To be courteous to colleagues, visitors and telephone callers and provide a

welcoming environment.

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

12.8 To attend calendared meetings punctually.

12.9 To set cover work during leave of absence.

**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.