**JOB DESCRIPTION**

***Job Title:*** Assistant Head of JS – Girls’ Jewish Studies Years 7-11

***Responsible to:***  Director of Learning for Girls’ Kodesh

Menahel

Head of Girls’ School

CEO

***Responsible for:*** Teachers of Jewish Studies – Girls’ School - and all other relevant personnel

***Liaising with:*** Director of Learning for Girls’ Jewish Studies

Menahel & Head of Girls’ School

Executive Leadership Team

Senior Leadership Team

Student Support Services

Relevant staff with cross-school responsibilities

Relevant non-teaching support staff

Jewish organisations

Governors

Parents

***Working Time:*** Full Time, TLR2b

***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:***

**Core Purpose of the Assistant DoL of Jewish Studies Girls’ School Y7-11**

To assist the Director of Learning for JS and work with the other ADoLs:

* To lead, manage and develop all aspects of Jewish Studies at the Girls’ School, with particular key responsibility for years 10-11
* To lead on development and implementation of strategy and improved practice associated with delivery of the Chagim curriculum, cross-curricular studies and JS enrichment programmes and events for years 7-11
* To share in responsibility for the development of the Orthodox Jewish atmosphere in the school beyond the Kodesh department and the classroom
* To develop all aspects of Kodesh provision and keep departmental evidence updated

Main Duties

* Key responsibility for management of years 10-11 Jewish Studies
* To lead on development and implementation of effective delivery of a Chagim curriculum for years 7-11 both in formal lessons and in Yemei Iyun and enrichment sessions
* To lead on enhancing the atmosphere in the school surrounding chagim
* To lead on development of cross-curricular links in years 7-11
* To lead on Yemei Iyun for years 7-11
* To lead on JS enrichment for years 7-11
* Induction of new JS teachers
* Handover from outgoing JS staff
* To oversee sharing of teaching resources across the curriculum in years 7-11 Jewish Studies and availability of equipment including stationery
* To keep up to date with international and national developments in subject areas and teaching practice and methodology.
* To actively monitor and respond to curriculum development and initiatives at national, regional and local levels including the Secondary School Strategy and Assessment for Learning
* To line manage Jewish Studies teachers
* To monitor and evaluate the work of the department with agreed School procedures including evaluation against quality standards and performance criteria
* To seek/implement modification and improvement where required
* To deputise for the Director of Learning in her absence
* To take an equitable share in promoting the school in a variety of settings as agreed with the Director of Learning e.g. Prospective Parents Evenings
* To undertake an appropriate programme of teaching, in accordance with the duties of a standard scale teacher.
* 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.
* To actively promote and adhere to school policies and procedures.

**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: September 2021**

**Mr Andrew McClusky**

**CEO**