**JOB DESCRIPTION**

***Job Title:***                                           Director of Jewish Living

Associate Senior Leadership Role

***Responsible to:*** Menahel

***Responsible for:***Celebrating Jewish Life across the School

***Liaising with:*** Menahel

Head of Girls’ School

Heads of Kodesh

Executive Leadership Team

Senior Leadership Team

Head of 6th Form

Head of Midrasha

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

Jewish organisations

Governors

Parents

***Working Time:*** Full Time

***Disclosure Level:*** Enhanced

***Duties:***The school Teachers Pay and Conditions Document (Part X1 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:         TLR1A***

**Core Purpose of the role**

Overseeing promotion of Jewish Life in the school through assembly and other means

Promoting a focus on upcoming Jewish festivals in the School

Providing pastoral support in the midrasha

Liaising with senior leaders, the informal educator and JS staff to ensure that the ruach within the school is palpable

Working with Standards Team to maintain high standards of discipline

Managing the Informal Education team

Duties and responsibilities

* Direct development of informal programmes in the Girls’ school
* Oversee and manage appropriate enhanced learning opportunities including arranging guest speakers, organising residential weekends, informal learning programmes, lunchtime and break - time activities including ‘lunch and learn’.
* Play an active role in positive promotion of Tefillah in the school, including ensuring appropriate leading of davening.
* Line manage the informal education department staff.
* Taking a lead role in promoting Jewish values in the sixth form in conjunction with the head of the midrasha
* Work with Standards team to help maintain and promote high standards of discipline
* Plan challenging teaching and learning activities as part of the enhanced programme
* Oversee cross-curricular activities as appropriate
* Promote the chagim in the school
* Promoting tzedakah and chesed across the school community
* Ensure effective displays around the school
* Monitor and evaluate student responses to enhanced learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback and reports to the Headteacher, DoL/Head of Jewish Studies, colleagues, parents and students
* Oversee effective and regular delivery of assemblies
* Teach in the midrasha and lower school
* Use detailed knowledge and specialist skills to support and progress students’ in their quest for Torah learning and guidance
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion and acceptance of all students
* Recognise the unique contribution and value of each individual
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all students in activities
* Contribute to and support the overall ethos/work/aims of the school
* Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with your line manager, to support the achievement and progress of students

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

**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: October 2021**

**Andrew McClusky**

**CEO**