

HIPE Job Description

HIPE - Hasmonean Informal Programme and Education



Title of Post: HIPE Educator

Responsible to: Head of HIPE Department

DoL/Head of Jewish Studies – Boys' School

Headteacher – Boys' School / Menahel - Boys' School

Purpose

To work as part of the HIPE Department, specialising in Informal Jewish Education. The aim is to create enhanced learning opportunities for all students with particular focus on Years 7 - 10 (Key Stages 3,4 and 5).

Duties and Responsibilities

- To successfully plan and run HIPE Education sessions. The sessions will be based on a variety of topics following a loose, flexible curriculum.
- To work as part of the HIPE Team - focusing on the importance of teamwork.
- Support the development and implementation of informal programmes in the Boys' School.
- A leading role and presence on trips such as: The Achdus Trip, Scotland, Mini Machane and Poland.
- To be involved in the organisation and execution of enhanced learning opportunities including arranging guest speakers, organising residential weekends, informal learning programmes.
- To assist the Kodesh and after-school programme, including budget, prizes/trips/incentives, food orders, liaison with suppliers and serving food/drink.
- Play an active role in positive promotion of Tefillah in the school.
- Provide logistical and creative support, where necessary, for all educational programmes run by the Kodesh department.
- To plan challenging teaching and learning activities as part of the enhanced programme.
- Assist in cross-curricular and cross-departmental activities as appropriate, including being a physical presence on trips.
- Promote the chagim in the school.
- Help to organise the HIPE Display boards.
- Direct the team of Madrichim.
- Monitor and evaluate student responses to enhanced learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Provide objective and accurate feedback and reports to the Headteacher, DoL/Head of Jewish Studies, colleagues, parents and students.
- Establish a clear framework for student behaviour in line with school ethos and school policies.
- To anticipate and manage behaviour constructively, promoting self control and independence.

- 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 appropriate expectations.
- Promote the inclusion and acceptance of all students
- Recognise the unique contribution and value of each individual student and colleague.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Deliver enhanced learning activities to students, adjusting activities according to student responses/needs.
- Select and prepare resources necessary to deliver enhanced learning activities, taking account of students' interests and backgrounds
- 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.