**Job Description**

Title of Post: Informal Educator- Jewish Studies (Girls’ School)

Responsible to: Headteacher – Girls’ School

Menahel– Girls’ School

Purpose

To work as an informal educator - Jewish Studies, and as part of the Jewish Studies team creating enhanced learning opportunities for students of all ages in the Girls’ School. The primary focus will be to work with students in Key Stages 3, 4 and 5.

Duties and responsibilities

* Support the development and implementation of informal programmes in the Girls’ school including planning and delivering sessions with educational content
* Organise 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’ .
* Organise and manage all logistics associated with the Kodesh EXTRA lunch time and after-school programme, including budget, prizes/trips/incentives, food orders, liaison with suppliers and serving food/drink. Physical presence at the programme (lunch times and after school) is required.
* Play an active role in positive promotion of Tefillah in the school, including leading and supporting daily morning and afternoon davening. Presence in all davening assemblies is required.
* Provide logistical and creative support 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 activities as appropriate
* Promote the chagim in the school
* Help to organise displays around the school
* Mentor individual students
* 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/Menahel, 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 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
* 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.*