



**JFS SCHOOL, THE MALL, KENTON, HARROW, HA3 9TE**

Executive Headteacher: Deborah Lipkin

Headteacher: Simon Appleman

Roll: 2,000 (incl. 600 in Sixth Form)

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## **DEPUTY SUBJECT LEADER FOR JEWISH STUDIES**

**MPS/UPS( London Weighting) plus TLR1H (£9,474)**

**Required September 2017 (or as soon as possible)**

We are looking to appoint a highly skilled and motivated Deputy Subject Leader of Jewish Education to join our successful department from September 2017

### **Key responsibilities will include:**

- Assist in leading the subject team, where appropriate, in producing, continuously developing and updating schemes of work for students of all ages and abilities, in response to regular review and evaluation of the effects of the curriculum in raising standards.
- Chair departmental meetings when necessary or appropriate and structure the time available in order to limit the treatment of administrative matters, focusing principally on quality debate of key educational issues.
- Promote students' interest in and commitment to the subject through positive and challenging learning experiences and assist the Subject Leader in the frequent praising and rewarding of good work and effort (including the use of display).
- Assist the Subject Leader in maintaining high standards of classroom management, order and discipline throughout the Department both by example and by line management.

JFS is a co-educational inclusive, modern, orthodox Jewish school that strives to produce well-educated, faithful and proud Jews who will be responsible and contributing members of society. JFS is a truly wonderful school. This is clear from our stunning annual public examination results which see us consistently placed in the top five schools in the country outside the independent sector. JFS is an oversubscribed, mixed, comprehensive, voluntary-aided Jewish school. Applications from teachers of faith or non-faith backgrounds are most welcome.

Our modern campus is on a 26-acre greenfield site with a welcoming inclusive and warm, caring family environment.

JFS was re-accredited with Investors in People status and achieved the Gold Award. We have also been awarded Investor in Careers status and the Challenge Award of the National Association for Gifted and Talented Students.

**For an application pack, please visit our website ([www.jfs.brent.sch.uk](http://www.jfs.brent.sch.uk)) or contact the School.**

**Closing date: 12.00pm, Monday 22 May 2017**

**Interview to be held w/c 22 May 2017**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The appointment will be subject to pre-employment checks, including satisfactory Enhanced Level DBS clearance.*

*Please note that CVs alone will not be accepted.*



**JOB DESCRIPTION**  
for  
**DEPUTY SUBJECT LEADER FOR JEWISH STUDIES**

**LINE MANAGER**

The postholder will be responsible to the Subject Leader for Jewish Studies

**CORE RESPONSIBILITIES AND DUTIES**

In addition to the following, in the absence of the Subject Leader for Jewish Studies, the postholder will fulfil all the duties of the Subject Leader.

**Assist in ensuring a high quality of teaching and learning which meets the needs of all students**

- Assist in leading the subject team, where appropriate, in producing, continuously developing and updating schemes of work for students of all ages and abilities, in response to regular review and evaluation of the effects of the curriculum in raising standards.
- Chair departmental meetings when necessary or appropriate and structure the time available in order to limit the treatment of administrative matters, focusing principally on quality debate of key educational issues.
- Promote students' interest in and commitment to the subject through positive and challenging learning experiences and assist the Subject Leader in the frequent praising and rewarding of good work and effort (including the use of display).
- Assist the Subject Leader in maintaining high standards of classroom management, order and discipline throughout the Department both by example and by line management.
- Assist in ensuring that the Department is actively involved in cross-departmental links, including appropriate discussion of and provision for SEND (including the Gifted and Talented) and EAL.

**Assist in ensuring the maintenance and improvement of standards through systematic monitoring, review and evaluation of the work of both students and staff**

- establishing a high quality of all monitoring procedures;
- regularly monitoring the quality of implementation of all departmental policies;
- the arrangements for a systematic programme of lesson observation and scrutiny of work

**Participate in the programmes of lesson observation and scrutiny of work**

**Assist in ensuring the continuing development and motivation of staff through regular guidance and support of both individuals and the team as a whole**

- Support the Subject Leader in the development of consultative leadership from which practice all team members can learn.
- Advise on and promote opportunities to enhance professional subject knowledge and expertise.
- Assist, where appropriate, in the whole school induction programme ('The Net') for NQTs and teachers new to JFS.
- Ensure self-development through the Performance Management system training and INSET, according to the School Improvement Plan.

**Assist in ensuring the efficient and effective management of resources**

- Assist on the optimum deployment of staff (based on detailed knowledge of skills and experience) and effective organisation of classes, so as to facilitate high standards of teaching and learning), including, in the case of Music, the deployment and management of visiting instrumental and vocal teachers.
- Assist in being responsible for producing, costing and updating the Department's Improvement Plan, identifying realistic resource requirements.
- Assist in being accountable for the departmental budget, ordering equipment, text-books and other materials and monitoring expenditure and stock control, liaising with the Bursary.
- Assist in bring responsible for liaising with the School's PFI partner (Jarvis plc), to ensure the maintenance and regular updating of the Department's asset register.
- Ensure that the departmental Health and Safety Policy is kept up-to-date and that all members of staff are fully conversant with its content and that it is reflected in their practice.

**Uphold and, where relevant, promote the Jewish ethos of the School**

- Part of the School's mission statement states that "*JFS is a Jewish Comprehensive School, committed to the development of thoughtful, respectful, responsible and caring young citizens*". All teachers, together with their line managers, are asked to respect the Jewish ethos of the School and to seek advice from, and liaise with, appropriate colleagues, e.g. the Deputy Headteacher (Jewish Dimension), over any matters pertaining to this ethos.

**Other**

- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.

- The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- Assume other duties which may be reasonably required by the Headteacher, from time to time.

***This job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (*in caps*): \_\_\_\_\_

05/2017

**PERSON SPECIFICATION**  
for  
**DEPUTY SUBJECT LEADER**

CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE *
<b>QUALIFICATIONS AND TRAINING</b>		
Qualified Teacher Status	E	F
Sound academic background in the relevant subject or field	E	F
Good track record of recent, relevant, professional development	E	F
<b>PROFESSIONAL EXPERIENCE</b>		
Has worked in one or more schools across the 11 to 19 age and ability range (preferably, but not essentially, including a comprehensive school)	D	F
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>		
Up-to-date on current educational issues	E	A/F/I
Good grasp of constituents of effective teaching, learning, assessment and monitoring processes	E	I/L/R
<b>ABILITIES AND SKILLS</b>		
Ability to be part of a team and to direct and co-ordinate the work of others	D	I/R
Ability to delegate within proper parameters and hold people to account for that delegated responsibility	E	I/R
Ability to form and maintain appropriate relationships with children	E	I/L/R
Ability to motivate and inspire staff	E	I/R
Ability to prioritise and organise effectively	E	I/R
Ability to use benchmark data/value-added measures effectively	E	I
Excellent teaching skills across all key areas	E	L
Good judgement	E	I
High order of organisational and administrative skills	E	A/I/R
Keen sense of professionalism	E	I/R
Very good communication skills, both verbal and written	E	A/I/L
Well-developed ICT skills	E	A/L
<b>PERSONAL QUALITIES</b>		
Adaptability, dedication and commitment	E	I
Commitment to equal opportunities and inclusion	E	I/L
Determination to succeed and the highest possible expectations of self and others	E	A/I
Enthusiasm for the specialist subject or field	E	I/L
Evident enjoyment in working with young people	E	L
Good rôle model	E	I/L
Impact and presence	E	I/L
Initiative and creativity	E	I/L
Integrity	E	I/R
Personal ambition and potential for further promotion	D	I/R
Promotes confidence in staff, students and parents	E	I/L/R
Positive attitude	E	I/L/R
Resilience	E	I/L/R
Willingness to keep learning	E	I

\* **A = Application Letter**      **F = Application Form**      **L = Demonstration Lesson**      **I = Interview**      **R = Reference**

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.