



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

Acting Headteacher: Simon Appleman

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

Tel: 020 8206 3100

Fax: 020 8206 3103

JiEP – Informal Educator

SALARY: Actual Salary £21,593 - £26,646 (Full Time Equivalent £25,249 - £32,004)

Scale 6 – S01- Spine Point: 26 – 31 (Term Time only 0.75)

(depending on qualifications/skills and experience)

Due to growth in our Informal Jewish Education Department we are seeking experienced, enthusiastic, creative and organised Jiep Informal Educators to promote the students' sense of Jewish identity, as well as interest and involvement in and commitment to Judaism, through positive and challenging learning experiences and to embed social action and charity within JiEP.

CORE RESPONSIBILITIES

1. Plan, organise and implement programmes
2. Create and facilitate events for identified groups of students within the School
3. Assist with the implementation and participation within Informal Jewish Education activities for specific Year Groups or whole-school events
4. Help to devise and organise programmes/events and implement them outside of the school day, e.g. Shabbatonim, Visits, Residential Trips (ATOI, Poland etc.) and participating on those programmes/events where possible.
5. Develop the charity wing of the school, making it a key element of JFS school life;
6. Engage the students across the school in regular, meaningful and educationally enriching social action programmes including regular volunteering opportunities, visits, charitable activities and special projects
7. Support the Head of JiEP/Head of Jewish Studies to enhancing our diversity/multi-faith education programme.

To obtain an information pack for this post, together with an application form and guidance notes, please visit our website (www.jfs.brent.sch.uk)

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Closing date for applications: noon on Tuesday 20 February 2018.

Schedule 9, Part 1, Section 3 of the Equality Act 2010

Please note that CVs alone will not be accepted.

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.



JOB DESCRIPTION
for
JiEP Informal Educator

SALARY: Actual Salary £21,593-26,646 (Full Time Equivalent £25,249-£32,004)
Scale 6 - Spine Point Range: 26-34 (Term Time only 0.75)
(depending on qualifications, skills and experience)

PURPOSE OF POST

To promote the students' sense of Jewish identity, as well as interest and involvement in and commitment to Judaism, through positive and challenging learning experiences, and to embed social action and charity within JiEP.

LINE MANAGER

The postholder will be responsible to the Head of Informal Jewish Education/Deputy Headteacher – Jewish Life and Learning

CORE RESPONSIBILITIES

JiEP – General

1. Plan, organise and implement programmes
2. Create and facilitate events for identified groups of students within the School
3. Assist with the implementation and participation within Informal Jewish Education activities for specific Year Groups or whole-school events
4. Help to devise and organise programmes/events and implement them outside of the school day, e.g. Shabbatonim, Visits, Residential Trips (ATOI, Poland etc.) and participating on those programmes/events where possible.
5. Accompany and participate in school visits, including residential ones, which may take place outside of the regular school day and may be abroad.
6. Work as part of the Informal Jewish Education team, in partnership with the Jewish Education department as a whole, to create more Informal Jewish Education programmes.

JiEP- Social Action/charity Aspect

7. Develop the charity wing of the school, making it a key element of JFS school life;
8. Engage the students across the school in regular, meaningful and educationally enriching social action programmes including regular volunteering opportunities, visits, charitable activities and special projects
9. Support the Head of JiEP/Head of Jewish Studies to enhancing our diversity/multi-faith education programme.
10. Develop school provision regarding its response to local and world-wide problems through educational programmes and activities.
11. Oversee and manage external volunteers programme.

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, tolerant, 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. Deputy Headteacher (Jewish Dimension) over any matters pertaining to this ethos.

1. 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.
2. 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.
3. Assume other duties which may be reasonably required or delegated by the Headteacher, from time to time.

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

Signed: _____

Date: _____

Name (please print): _____

**PERSON SPECIFICATION for
JiEP Informal Educator**

CRITERIA	ESSENTIAL/ DESIRABLE	EVIDENCE *
QUALIFICATIONS AND TRAINING		
Graduate of a Yeshiva or Seminary	E	A/F
Background in youth work	D	A/F
Degree or equivalent qualification from a recognised institution of higher education	D	A/F
PROFESSIONAL EXPERIENCE		
Experience of working within a community setting	D	A/F
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Prior knowledge of Jewish community / communal organisations	E	A/F/I
Understanding of issues related to young people's needs	E	A/F
Awareness of policies and procedures relating to child protection	E	I/R
Prior experience and knowledge of Israel advocacy	D	A/I/R
SKILLS AND ABILITIES		
Ability to be creative	E	L/I/R
Ability to establish and maintain effective working relationships at all levels and to work effectively as part of a team	E	I/R
Ability to exercise discretion and to keep information confidential	E	I/R
Ability to form and maintain appropriate relationships with children	E	I/L/R
Ability to inspire young people with a love of Judaism	E	L/I/R
Ability to manage time effectively and to take the initiative	E	L/I/R
Ability to pay attention to detail and be methodical	E	I/R
Ability to speak to a large audience	E	L/I/R
Ability to work cheerfully and enthusiastically under pressure, with a flexible approach when working to short deadlines and to multi-task	E	L/I/R
Ability to work in a busy environment	E	L/I/R
Ability to work systematically and to prioritise tasks	E	L/I/R
Excellent organisational skills	E	L/I/R
Good eye for presentation, design and display	D	L/I/R
Good inter-personal skills; ability to deal with adults and young people in a polite and courteous manner	E	L/I/R
High level of competence in Word, Excel, PowerPoint and Outlook	E	I/R
Skills in Web design	D	I/R
Well spoken; good telephone manner	E	L/I/R
PERSONAL QUALITIES		
Adaptability, reliability, dedication and commitment	E	I/R
Calm and patient	E	I/R
Commitment to equal opportunities and inclusion	E	I
Desire to learn and adapt to changing situations	E	I/R
Integrity	E	I/R
Good judgement	E	L/I/R
Good rôle model	E	L/I/R
Keen sense of professionalism	E	I/R
Loyal, caring and dedicated	E	I/R
Positive attitude	E	I/R
Perseverance and enthusiasm	E	I/R

* **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.