



The Cheder at New London exists to provide dynamic, age-appropriate Jewish learning experiences for the youth of New London Synagogue from Reception to academic Year 8. The Head of Cheder's role is to leading this provision.

This includes responsibilities for Hebrew and Jewish studies and balancing between the great goals of our education programme; 'lighting sparks' and 'filling buckets.' You will also be responsible for ensuring the Cheder provides both a social and a safe experience for its students and staffs.

The expectation is that there will be 33 Cheder sessions per Academic Year, largely on a Sunday morning, with some sessions taking place on Shabbat. These 33 sessions shall be supplemented by three staff training dates over the course of the academic year. It is envisaged that you will teach in-class yourself, for at least half of the Cheder day for all (or most) of the sessions.

In order to ensure the effective and efficient running of the Cheder you will;

- Manage teachers, teaching assistants and the Cheder Administrator and the curricula they deliver.
- Be responsible for overseeing the safeguarding policy of the community as it applies to Cheder staff and students.
- Ensure parents receive clear, timely communication regarding calendar and related information as well as communicate efficiently and effectively on issues such as discipline and special needs. You shall also manage the delivery, to parents, of updates on the learning experience of their children.
- Develop interest from potential new students and their families, ensuring the experience of new students is supported and positive.
- Ensure the Cheder offering partners effectively with non-Cheder youth provision and the broader New London community.
- Work with other professionals in the organisation to ensure caretaking, financial and other managerial functions can be performed in a timely, well organised manner. You will be supported by a Youth Administrator who will support the delivery of the Cheder programme on Sundays and for three hours during the week.
- Ensure synagogue polices, include Health and Safety, Child and Data Protection policies are followed.
- You will be managed by;
 - Rabbi Jeremy Gordon. Rabbi Jeremy will also teach part-mornings in the Cheder and has ultimate responsibility for the direction of the community.
- You will work alongside;
 - Rabbi Natasha Mann, Head of Youth Development. Rabbi Natasha will teach in the Cheder - reporting to you – and is responsible for youth provision outside the Cheder.
 - One of our Cantorial Leads – from June 2022 – David Djemal. David will teach in the Cheder and will provide additional leadership regarding Tefillah and Hebrew-learning.
 - Our Operations Manager, Phil Ashleigh. Phil is responsible for the financial running of the Cheder, arranging caretaking and other matters relating to the use of the building and ensuring all staff are properly contracted and paid.

- You will manage;
 - Our team of teachers and teenage teaching assistants
 - The Cheder Administrator, Frances Goldberg
 - Our Sunday caretaker
- The Cheder takes place at New London Synagogue - unless trips are planned. When Cheder takes place on a Sunday, or when there is a staff training, you shall be at the Synagogue from 08:30 - 13:30 on that day (36 times a year x 5 hours)
- In addition, you shall provide eight hours weekly of management, administration and related work; such work to be done at such times and at such location as is reasonable. (You shall be paid for 48 weeks a year x 8 hours). While you will have flexibility around the scheduling and location of this work, you shall make yourself available for managerial and other meetings at the Synagogue by arrangement.
- You shall be entitled to take 4 weeks annual holiday (on a pro-rata basis). Holiday shall be taken during Cheder holidays unless exceptional circumstances apply, such decision to be reasonably made by your line manager.
- You will be paid £700 per month.
- This position is offered for an initial 11 month fixed term. Start date TBC, ideally to include some handover and preparation time in advance of the start of the academic year 2022/23.