

## JOB DESCRIPTION: Jewish Education Teacher - Secondary School

<b>PURPOSE:</b>	To play a major role under the auspices of the Trustees and under the overall direction of the Principal in:
<b>RESPONSIBLE TO:</b>	<b>Enhanced</b>
<b>DISCLOSURE LEVEL:</b>	
<b>WORKING TIME:</b>	<b>Full time</b>

### Summary of Responsibilities

#### Job Purpose

To play a major role under the auspices of the Trustees and under the overall direction of the Principal in:

- Embedding and enhancing the Jewish ethos of the Secondary School
- Implementing of policies relating to the Secondary School 's Jewish ethos and ensuring that the Secondary School 's practice reflects those policies
- Implementing a creative and stimulating Jewish Education curriculum – both formal and informal – for the Secondary School
- Establishing high standards of student achievement and behaviour throughout the Secondary School

#### MAIN DUTIES

- The formal and informal teaching and learning of Jewish education in the Secondary School
- the creation and monitoring of policies relating to Jewish education in the Secondary School
- the monitoring, evaluation and review of Jewish education in the Secondary School
- Enhancing the informal JE education and collaboration with other faculty members to promote interdisciplinary activities based on upcoming JE subjects or events
- Be actively involved in writing and developing JE curriculum

#### Other Specific Duties:

##### Managing the Organisation and Resources

- Work with the Vice Principal: Jewish Education, Principal and Trustees to develop and implement policies and procedures necessary to achieve the aims of Jewish Education in the Secondary School
- Ensure the environment and learning resources of the Secondary School reflects its Jewish ethos

### **Leading, Learning and Teaching**

- Plan, implement and evaluate a challenging, stimulating, creative and exciting holistic Jewish Education for all SMMIS secondary school students, including appropriate robust systems for assessment and tracking.
- Work with all staff to ensure that, where possible and appropriate, Jewish Education is integrated into the wider curriculum and life of the Secondary School, encouraging staff across the Secondary School team to contribute to the Jewish life of the Secondary School.
- Ensure the development, implementation and evaluation of celebrations of festivals and life events, thereby creating a vibrant and exciting Jewish community.
- Contribute to Jewish Education teaching in the Secondary School as an excellent practitioner, undertaking an appropriate programme of teaching.
- Work across the Secondary School with other senior staff to ensure consistency of behaviour management, expectations and attendance; work with relevant staff to establish appropriate mechanisms to identify and support students with special educational needs.

### **Working with others**

- Create effective partnerships with parents/carers and other Secondary School.

### **School Community Links**

- Work with the Senior Leadership team to promote community cohesion within the Secondary School, the local Jewish and non-Jewish communities, in Singapore and global communities.
- Seek opportunities to invite families, community figures and organisations into the Secondary School.
- Work with rabbis and communal leaders across the community, and encourage them to participate in the Jewish Education of the Secondary School to enhance and enrich the curriculum and Jewish life of SMMIS.
- Build links with the broad spectrum in the Jewish community.
- Establish and lead strong links with Israel and with other Jewish Schools globally through the curriculum, visits and twinning opportunities.
- Explore the possibilities within the community to provide extended service provision for students and others in the SMM community
- Work with the Vice principal of Jewish Education, the Principal and Trustees to promote the Secondary School to potential students and staff.
- Undertake other duties and responsibilities as directed by the Principal.

## Person Specification – Jewish Education Teacher - Secondary School

### A. Qualifications and Experience

- Qualified Secondary Teacher Status
- Higher degree in education-related field
- A track record of Good or Outstanding teaching
- Evidence of appropriate in-service training
- Experience of developing Jewish education curricula and programmes.

### B. Knowledge, Understanding, Skills and Abilities

- A clear and proven commitment to the Jewish ethos and values contained in the SMMIS ethos statements and capacity to develop and promote this within the Secondary School
- An excellent level of Jewish knowledge; good Hebrew language skills
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of Jewish Secondary Schools
- Ability to demonstrate a commitment to Every Child Matters, safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT.

### C. Personal Qualities

- A team player respected by others
- Vision for continuous school improvement and development
- Commitment to the School's unique Jewish ethos
- An effective, flexible and enthusiastic leader, always prepared to put students' needs first
- An understanding of the skills needed to lead in a climate of constant change
- Confident in sensitively but assertively addressing under-performance
- An ability to listen and effectively communicate with a variety of audiences
- Diplomatic, with the ability to develop and maintain effective relationships with all stakeholder groups including at senior levels in business and government.
- Ability to promote controversial issues and policies to an eloquent and informed audience.
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the Jewish education of the Secondary School.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the Secondary School and the wider community; a 'can do' positive approach