

Job Title:
Assistant Director of Education

Reports to: Director of Education



Liaises with: Teachers and youth leaders, Rabbis, Noam Movement Workers and other NNLS professional team members and relevant Trustees and/or lay leaders as appropriate

Hours: Full Time (37 hours per week, to include regular weekend and evening hours, and some hours required during Shabbat and Chagim, with time off in lieu as appropriate).

Location: NNLS, Finchley

Holidays: 4 weeks per annum (rising to 5 weeks after 5 years' service) plus public and Bank Holidays, and Jewish holidays when they fall on weekdays.

Salary: £30,000 - £35,000 per annum

About New North London Synagogue:

New North London Synagogue (NNLS) is a thriving Masorti community in North London with a membership in excess of 3,500 and over 1000 people under the age of 18. It is the largest Masorti synagogue in the UK, and one of the leading congregations of any denomination in the country. Based at its purpose-built premises in Finchley, NNLS sits at the cutting edge of contemporary Jewish life, constantly striving to develop and enhance Judaism for its members and sharing its values and ideas with wider society.

Job purpose:

NNLS seeks an outstanding Assistant Director of Education to help support and expand our current education provision. We aim to combine an informal, nurturing environment with robust educational programming in order to help our young people and their families build strong and lasting links with their own Judaism and our community.

Our new Assistant Director of Education will work closely with the Director of Education, our rabbis and teachers, and our Noam Movement Workers, to ensure that our programming is relevant and meaningful to our young people and also reflective of our Masorti ethos.

Job Specifications:

Key Responsibilities

- Coordinate education provision on Sunday mornings (*Kehilatainu*). This includes preparation and evaluation of educational resources, liaising with families about educational and pastoral issues, and managing and supporting the staffing team.
- Teach and prepare resources for our pre Bnei Mitzvah programme (*Haderech*) on Tuesday and Wednesday afternoon/evening during term-time.

- Organise and attend residentials and *shabbatonim* together with our Noam Movement Workers.
- Organise a summer scheme for the primary aged children, including recruiting and overseeing the team, publicity, programme, budget etc.
- Organise and lead on some Shabbat and festival programming for the young people in collaboration with Noam.
- Administer our Hebrew programme and oversee systems to track pupil progress.
- Supervise and support teachers, youth leaders Noam Movement Workers in their role and provide pastoral support where necessary.
- Evaluate current systems, bring new ideas to the education team and introduce and implement system changes as appropriate.
- Devise communications and publicity for events.
- Maintain safeguarding and other relevant health and safety responsibilities (including first aid and emergency procedures).

Personal Specification:

Essential:

- Experience in formal or informal education
- Strong inter-personal and communication skills and a willingness to work in full alignment with the values of Masorti Judaism
- Passionate about Jewish Education and confident to create, teach and lead new programmes
- An ability to listen, motivate and support young peoples' development.
- Able to plan and execute events efficiently
- Calm, confident, supportive, and friendly manner
- Able to work on evenings and weekends and willingness to act as the responsible adult supervising overnight stays in the synagogue or other venues
- Knowledge of Hebrew
- IT skills

Desirable:

- Formal qualification in education or youth work
- Experience/knowledge of synagogue communities
- Experience working with neurodivergent students
- Good knowledge of Jewish lifecycle events and values
- Able to lead Tefilla (prayer)

Applications to be submitted by full CV and cover letter to Niki Jackson by Monday 3 July 2023 Interviews will take place during the week commencing 12 July 2023
For an informal discussion about this role please call Niki Jackson on 020 3182 0114 or 07771 521413

Successful candidates will be subject to an enhanced DBS (Disclosure and Barring Services) check.