



KEREM SCHOOL

(Incorporating Kerem Early Years Unit)

PART TIME JEWISH STUDIES ASSISTANT

REQUIRED FROM SEPTEMBER 2024

Recruitment Application Pack



Contents Page

Welcome letter from Head Teacher	page 3
Application process	page 4
Advertisement	page 5
Job description	page 6
Person specification	page 7



Welcome Letter from the Head Teacher

Dear Candidate,

Thank you for showing an interest in the position of a Jewish Studies Assistant at Kerem School. I am privileged enough to be the Head Teacher of this wonderful school and I am keen to appoint an excellent candidate who will enhance our existing outstanding staff. Kerem School is a wonderful school where, as a result of creative and passionate teaching alongside the fantastic and wide ranging opportunities that they are offered, children thrive. At Kerem, children develop a love of Judaism which is at the core of all that we do.

The Jewish Studies teaching assistant will work closely with the Jewish Studies teachers to support the teaching and learning of children in their class. In addition to working with children in the classroom setting, they also have the opportunity to work with individuals and small groups running intervention sessions.

Kerem School, incorporating the Early Years Unit, opened in 1948 and educates pupils between the ages of three and eleven. We are a community school with approximately 170 pupils on roll. We firmly believe that by building strong partnerships with parents and families we are able to 'work together and achieve together'. Our early years classes are housed in their own building on a different site from Years 1-6. This means that there is a lovely homely feel to the early years with the children fortunate enough to have their own well resourced outdoor area.

At Kerem, we aim to provide all our children with a challenging and stimulating secular and Jewish education within the security of a warm and caring learning environment. We aim to promote excellence and celebrate achievement by involving children in their learning through close contact with parents, governors and community, and by ensuring a safe, hard-working atmosphere in which all children can develop positive attitudes to their work. All the children in KS2 have access to 1:1 iPad devices. The children in the Early Years and Key Stage 1 have access to shared iPads.

If you were to join our staff team, you will have an opportunity to play a vital role at Kerem. As a staff member you will work with our existing team to develop and strengthen the opportunities offered to the children and ensure that we provide them with the best possible education that we can. We value the efforts and attainment of all our pupils, providing them with a strong Jewish identity to leave Kerem as confident individuals prepared for the challenges that lie ahead.

We can offer you dedicated colleagues, hardworking children as well as supportive parents and governors. As an independent school, we offer smaller class sizes, longer than average holidays, and free lunch! Professional development opportunities are open to you, as well as the flexibility to 'think outside the box'. Working at an independent school offers lots of perks and I encourage you to get in touch with us to find out more.

If you are ready to take on a new challenge, have enthusiasm and a good work ethic with a passion for making a difference to children's lives, this could be the job for you and I very much look forward to receiving your application.

Kind regards,



Naomi Simon

Head Teacher

The Application Process

If you wish to apply, please respond by submitting the Kerem School application form and attaching copies of your qualification certificates. Please also submit a supporting statement addressing the job description and person specification.

Applications should be emailed to vacancies@keremschool.co.uk as soon as possible. Please add the header “(Your Name) – Application for Jewish Studies Assistant”.

Your References

You should give the names, positions, organisations, telephone contact numbers and email addresses of at least two referees, one of whom must be your current/most recent employer. If you specifically do not wish referees to be approached without your prior permission, then you should indicate the fact on your application. Finally, please ensure that you have included daytime, evening and mobile contact numbers.

Please note that applications will be reviewed as received, and will close as soon as a suitable candidate is identified. Therefore, early application is encouraged.





KEREM SCHOOL

Norrice Lea, London, N2 0RE
020-8455 0909
vacancies@keremschool.co.uk
Head Teacher Ms N Simon B.Ed, NPQH
www.keremschool.co.uk

PART-TIME JEWISH STUDIES ASSISTANT required from September 2024

We are seeking to appoint a passionate and inspirational part time Jewish Studies Assistant to join the hardworking and caring staff at this wonderful school. This is an exciting opportunity to help make a difference to the lives of the children at Kerem.

Kerem School is an independent Modern Orthodox Jewish, Zionist primary school. Our aim is that every child should be a confident, happy and motivated pupil who achieves their full potential in both Jewish and Secular Studies.

We are looking for passionate, creative educators who are able to work as part of a team. We offer opportunities for professional development and in-school support. Candidates should feel comfortable supporting Jewish customs in the classroom. As an independent school, we offer smaller class sizes, assistants in each class, longer than average holidays, and a free lunch! Where it works for both the school and a member of staff, we also offer flexible working hours.

We look forward to hearing from you if you are an excellent and experienced classroom practitioner, inspire children and have high standards and expectations in all areas of school life.

Salary £21,000.00 - £22,000.00 (FTE)

Please note that applications will be reviewed as received, and will close as soon as a suitable candidate is identified. Therefore, early application is encouraged.

To apply, applicants should complete an application form which can be found on the school website: www.keremschool.co.uk/vacancies.

Please email a completed application form to: vacancies@keremschool.co.uk

Kerem is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



KEREM SCHOOL

JOB DESCRIPTION: Jewish Studies Assistant

RESPONSIBLE TO: Head Teacher

DIRECTED BY: Head of Jewish Studies

Assist with Jewish Studies lessons by supporting the teaching and learning of pupils across all strands of the Jewish Studies curriculum.

Guide and support the children in developing their core skills, confidence and competence in Hebrew reading.

Undertake 1:1 reading with individual children as well as working with small groups of children.

Enthuse the children and encourage them to be independent Hebrew readers.

Monitor and assess the children's Hebrew reading progress.

Maintain children's reading records.

Report on children's progress to the class JS teacher.

Participate in training relevant to the role.

Use appropriate material, technology, and other resources to help meet the learning needs of all students.

Create and maintain reading resources, where appropriate.

Seek to improve levels of Hebrew literacy across the school.

Assist in the preparation and creation of JS wall displays.

Carry out duties as a member of the general school staff team.

Lead daily Tefillah.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



KEREM SCHOOL

PERSON SPECIFICATION

<u>Factor</u>	<u>Essential</u>	<u>Desirable</u>	<u>Ascertained by</u>
Qualifications and Training	<ul style="list-style-type: none"> • A deep knowledge of and a love of Judaism 	<ul style="list-style-type: none"> • A formal Jewish Studies qualification 	Application form
Experience	<ul style="list-style-type: none"> • A desire to work with primary aged children within a learning environment. 	<ul style="list-style-type: none"> • Experience of working within a school setting including supporting children with a range of special educational needs. • Experience of record keeping/observations. 	Application form Reference Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • A good knowledge of the prayers and customs associated with being part of a modern orthodox school. 	<ul style="list-style-type: none"> • Good understanding of child development and learning. • Understanding of the educational welfare and social needs of children. • A knowledge of some of the emotional, behavioural and social difficulties that may create a barrier to learning. • Knowledge of ICT to effectively support the pupils (or willingness to train). • Understanding of the issues around safeguarding and behaviour in a school setting. 	Application form Reference Interview
Skills and abilities	<ul style="list-style-type: none"> • An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development. • The ability to develop an understanding of the educational, welfare and social needs of pupils. • Proven written and oral communication skills. • The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team. 	<ul style="list-style-type: none"> • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards. • Has good communication, planning and organisational skills. • Relentless drive to do whatever it takes to ensure all students succeed. • Results orientated. • The courage and conviction to make a difference. 	Application form References Interview Specific qualifications or experience

	<ul style="list-style-type: none"> • The ability to remain calm in challenging situations and to ask for help when needed. 	<ul style="list-style-type: none"> • Sustain energy, optimism and motivation in the face of pressure and setbacks. • Stay calm in difficult situations and maintain clarity of vision. • Be adaptable in the face of adversity. 	
Commitment	<ul style="list-style-type: none"> • A commitment to uphold the school's vision, values and staff code of conduct. • A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. • A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner. • A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required. 	<ul style="list-style-type: none"> • Demonstrates resilience, motivation and commitment to driving standards of achievement. 	Application form References Interview
Safeguarding of Children	<ul style="list-style-type: none"> • Show a secure understanding of procedures of safeguarding of children and adhere to all school policies • An enhanced DBS check is required 		Interview Documentation