ENGAGING OUR FUTURE

Hebrew Teacher

Casual

For almost 125 years, the United Jewish Education Board (UJEB) has been providing formal and informal Jewish education and culturally rich experiences to Victorian students who do not attend Jewish schools. We aim to inspire a positive connection with Jewish identity and to help our students develop into proud and engaged members of the Jewish community. UJEB runs an extensive range of out-of-school-hours and lunch-time programs for primary and secondary school students.

Reporting to the HIP Team Leader or HIP Manager where appropriate, a HIP teacher is responsible for teaching UJEB's Hebrew classes in a range of schools and learning centres.

Classes can range in duration:

60 minutes - before school

90 minutes - afterschool.

Major Responsibilities

Teaching duties include:

- Being in attendance at all classes on time (including setting up prior to classes and packing down after class conclusion).
- Teaching classes.
- To update the Team Leader / Manager in advance if they are going to be absent.
- To be ready to help with other classes if needed.
- To promote students' intrinsic motivation by providing meaningful learning experiences along with fun and engaging activities(e.g. songs, games, assembly/Chagim performance etc)
- To engage students in active, hands-on, creative learning.
- To provide opportunities for students to apply and practice what is learned.
- To adapt instruction/support to students' differences in development, learning styles, strengths and needs.
- To give a weekly homework assignment, based on what the students have learnt during the week.
- To maintain a safe, orderly environment conducive to learning
- To comply with requirements for the safety and supervision of students inside and outside the classroom.
- To organise and keep their office supplies and learning tools (including cards, posters and any other accessories they have) and bring them back to the Team Leader / Manager at the end of the year or when they finish their work.
- To update the Team Leader / Manager if they need any office supplies during the year.
- To Take photos of the lessons for promotional purposes
- To mark role at each lesson
- To write reports each semester and to upload it to the UJEB Google drive.

Curriculum duties include:

- Teachers need to plan and prepare appropriately for the class, according to the curriculum and the textbook.
- Teachers need to familiarise themselves with lesson plans prior to each class.
- Teachers are encouraged to supplement lesson plans with their own ideas and share their ideas with colleagues.
- Teachers expect to upload activities, worksheets and any other teaching material to the UJEB Google drive.

Communication duties include:

- Weekly email, which includes a summary of the week & homework
- Conclusion email each term
- Responding to parent emails when required (consulted with the Team Leader / Manager if needed).
- Having a good relationship with UJEB teachers and staff.
- Having a good relationship with the school office and staff.
- Working with a collaboration with the other Hebrew teachers.

Meetings and events (to be paid additionally at the meeting pay rate)

- Attend staff meetings each term
- Phone parents as required
- Attend HIP planned events

- Anaphylaxis training session
- Child safety online training

The UJEB office will provide administrative coordination .

Qualifications, Skills & Attributes

Must have:
A current Working with Children check.
A passion for Jewish life.
Demonstrated passion for UJEB.
An understanding of children not at Jewish day schools.
An attitude embracing the diversity of our Jewish community.

Advantages:
Tertiary qualifications in teaching.
Teaching or youth movement experience
Ability to work in a team and independently.
Strong organisational and time management skills.
Relevant experience working in Jewish education or organisations.

Working Relationships

Title	Purpose of contact
HIP Manager	Line manager
Deputy Principal - Teaching and Learning	Curriculum and program oversight
• Office & Systems Manager • Comms Manager • Bookkeeper • Business Manager	Office team members
Parents and guardians	Clients / customers
Government agencies and departments, schools, donors, community organisations	External stakeholders and partners