



London School
of Jewish Studies

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Head of Undergraduate Studies and Professional Development



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Introduction

This is an exciting and challenging role that would suit an individual who is flexible in their approach, highly motivated and passionate about Jewish school education and about curricula and learning. You will develop and deliver inspiring programmes, that are fully accountable to LSJS and external bodies.

You will organise our flagship annual Jewish Studies Primary Teachers Conference and follow-up activities. You will manage and teach on our BA (Hons) Jewish Education, our part-time Degree programme specifically for those teaching and wanting to teach in Jewish schools.

Key areas of responsibility

Ensure excellence in undergraduate and professional development by;

1. Taking overall responsibility for the BA (Hons) Jewish Education Programme including recruitment, planning, delivery and quality assurance.
2. Taking overall responsibility for the annual primary schools' JS teachers conference, including planning, organisation, delivery and quality assurance.
3. Taking overall responsibility for the LK forum, including planning, delivery and quality assurance.
4. Liaising with partners, particularly with the primary and secondary schools.
5. Furthering and implementing the vision of the Jewish teacher training at LSJS.

Management

- Plan and maintain a balanced budget for the primary BA, conference and LK forum
- Lead, motivate, support, challenge and develop staff and faculty across the programmes striving for excellence.
- Support the LSJS academic registrar with compliance and administration for the BA Programme and primary schools' conference.
- Developing the strategic view and direction for the BA Programme and Primary Schools' Conference in conjunction with LSJS and the primary schools, including implementing an ambitious vision and ethos for the future of the programmes.

Monitoring and assessment of student progress

- Planning, quality assuring and accurately assessing the progress of BA students.
- Conduct regular tutorials with BA students.
- Ensure students have every opportunity to succeed in their studies.
- Deliver sessions and classes to BA students on a regular basis.
- Monitor, develop, deliver and evaluate the impact of our BA programme conferences and LK forum. This includes taking specific responsibility for the programme to take account of all new government and university requirements.

Provision of training

- Contributing to the development and delivery of both the on-campus DL and versions of the BA.
- Managing and quality assuring appropriate specialist teachers to deliver BA classes.
- Leading by example to motivate and work with others; being an excellent role model, exemplifying a high standard of teaching with excellent mentoring and coaching qualities.
- Lead on the design, delivery, evaluation and improvement of the BA and the conference.
- Encourage creativity and innovation.
- Ensure that BA programmes cover all the statutory areas (as they evolve) including safeguarding, health and safety, PREVENT, SEND, assessment and reporting, subject pedagogy and knowledge.
- Create and maintain key documentation for BA degrees, including training manuals and handbooks.
- Ensure BA courses are compliant with inspection requirements for Middlesex University.
- Lead our revalidation preparations for BA with support from the BA Faculty.

Liaison with partners

- Build and sustain a diverse range of partnerships with varied schools that model excellence and challenge our trainees and students to provide enriching professional development.
- Liaise with the Senior Leadership Teams, and Heads of Jewish Studies in schools to secure a consistently high quality of provision, and to plan future training.
- Collaborate with all partners as needed.
- Work with LSJS staff and partners in completing the necessary documentation.
- Work with schools to check that all parties to the BA Programme, including students comply with LSJS's policies and codes of practice and other relevant legislation relating to safeguarding, PREVENT, promoting equality and diversity eliminating discrimination.
- Constantly strive to further develop LSJSs reputation locally, regionally and nationally.
- Take care of student's health, safety, resilience, well-being and work-life balance.
- Be mindful of confidentiality and GDPR.
- Promote Equality of Opportunity across all activities.

This list is by no means exhaustive and you will be required to carry out any other duties to the post as required.

General points

LSJS is committed to safeguarding and promoting the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. To this end, both an "enhanced Disclosure and Barring Service" as well as a "Barred List" check will be required for this role.

LSJS is an equal opportunities employer and this post is open to all, irrespective of gender, religion and sexual orientation.

Specific requirements

	Essential	Desirable
A degree qualification or equivalent	X	
Qualified Teacher Status	X	
PGCE or Master's Level Degree	X	
Evidence of continuous professional development	X	

Prior experience

	Essential	Desirable
A minimum of five years good or outstanding teaching experience including school senior leadership and/or University ITE course management	X	
Experience of developing and delivering successful degree programmes	X	
Experience of developing and delivering successful training programmes	X	
Experience of working with teachers, trainee teachers and undergraduate students	X	
Coaching and mentoring experience	X	
Experience of working with awarding bodies and regulators to improve practice		X
Significant experience of working with partners and teams to develop high-quality, shared systems		X
Experience of designing tracking, monitoring, evaluation and reporting systems capable of bringing about outstanding outcomes		X
Experience of project management		X

Person skills, abilities and knowledge

	Essential	Desirable
Ability to coordinate a large number of partners to deliver project outcomes to a high standard	X	
Ability to prioritise work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	X	
Ability to maintain and build productive and positive relationships with SLT, staff trainees and partners	X	
Understanding of the CPD needs of teachers at the outset of their career		X
Strong verbal and written communication skills	X	
Ability to interpret complex data		X
Excellent report-writing skills	X	
Excellent IT skills	X	
Familiarity with online teaching	X	
Flexibility in approach to delivery	X	
Excellent interpersonal skills and emotional intelligence	X	
Highest levels of integrity and probity and a commitment to the highest levels of effort, endeavour and focus on standards	X	
Ability to teach on the BA and/or MA Jewish Education Programmes		X

Personal qualities

	Essential	Desirable
Strong commitment to the values and aspirations of Jewish schools	X	
Resilient, hardworking, committed and enthusiastic with a good sense of humour	X	