



THE KING DAVID SCHOOL

# POSITION DESCRIPTION

## Jewish Experiential Educator

<b>POSITION</b>	Jewish Experiential Educator
<b>RESPONSIBLE TO</b>	Coordinator of Jewish Experiential Education
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"><li>• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 and The King David School Agreement 2023 - 2025</li><li>• Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience</li></ul>
<b>PREPARED BY</b>	Human Resources Manager
<b>ISSUE: 01</b>	<b>DATE:</b> May 2024

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to his or her unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The JEE is responsible for developing and delivering engaging programs and activities which enhance Jewish life experiences amongst students. The JEE will act as a mentor and role model to students, will offer inspiring educational Jewish Learning opportunities and will support the development of student leadership, especially in the senior school. JEEs attend all Jewish Life camps and participate on Yesh regularly (every second year).

### DUTIES

#### 1. Programming

- Plan, develop, organise and execute Jewish Experiential programs for KDS students
- Plan, develop, organise and execute Jewish programming at school camps
- Plan, develop, organise and execute student leadership initiatives



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- d. Assist in the development and implementation of Jewish Family education

#### **2. Administration**

- a. Assist the Coordinator of Jewish Experiential Education in developing a calendar of activities in October each year for the following year with a timeline for the organisation of these events, to be submitted to the Director of Jewish Life for approval
- b. Liaise with Community Relations Manager to market Jewish Experiential Education at The King David School
- c. Ensure all projects run within budget, including any additional staffing requirements
- d. Create and update logistical templates to guide all Experiential Events, including
  - Keep records of all experiential programs for future use
  - Ensure equipment lists are created and all equipment is prepared for the event
  - Ensure that parent and staff notification about events take place in a timely manner
  - Book necessary rooms and ensure needed equipment is in place
  - Ensure adequate security is in place

#### **3. Communication**

- a. Attending regular meetings with the Coordinator of Jewish Experiential Education and Director of Jewish Life to review and develop the experiential Jewish Education Program and associated activities
- b. Ensure that all communication to parents and students regarding Jewish events is consistent with the School's ethos and is approved by the Coordinator of Jewish Experiential Education prior to distribution
- c. Co-ordinate and gain consent of the relevant Head of School in a timely fashion for all planned programs and activities
- d. Ensure all documents/permission slips etc. are approved and distributed according to School protocols
- e. Meet regularly with relevant student leaders

#### **4. General Accountabilities for all Staff**

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues



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- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal

### ESSENTIAL SKILLS

#### 1. Required

- a. Experience planning, programming and implementing Jewish experiential education
- b. Strong Jewish educational background
- c. Track record demonstrating initiative-taking and working collaboratively
- d. Must be able to read siddur Hebrew with relative fluency
- e. Experience working with diverse age-groups
- f. Experience to serve as a positive role model of Jewish activism
- g. Strong leadership skills and ability to engage and inspire students and staff

#### 2. Desirable

- a. Hebrew speaker
- b. Experience leading tefilah
- c. Jewish youth movement/camp experience in a role that complements this position
- d. University degree or equivalent
- e. Experience teaching Jewish texts
- f. Ability to play a musical instrument and lead Jewish singing

#### 3. Professional Development King David Will Provide

- a. On-going professional mentoring
- b. Opportunity to network with other Jewish experiential educators
- c. Significant experience to prepare one for a role as a Jewish professional

### Key Performance Indicators

<b>KPI 1</b>	The program of activities provides experiential learning for all students and relates appropriately to the Jewish calendar, Jewish life and Jewish engagement.
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<b>KPI 2</b>	All activities/programs conform to School policies and ethos.
<b>KPI 3</b>	Evidence of students' positive engagement through successful involvement in experiential programs, in presentations to parents, in appropriate incursions and excursions, and in a range of other ways.

Please sign below to confirm that you have read and understood the Position Description above:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date