



TOTS SERVICE LEADER

Purpose of the Job:

Responsible for the planning, preparation and delivery of a short structured weekly service for young children (0-4), and/or Festival "Specials", which will provide a breadth of Jewish content, Hebrew and enhanced musical activities, to maximise early years learning.

The Leader shall:

a) Lead the service, to include some Early Years Hebrew, Prayers and Blessings, Singing of Jewish songs, and a story relating to the weekly Torah portion or Festival, with skilled musical delivery to encourage participation.

Where possible, varying the content from time-to-time, to stimulate the children's interest, enjoyment and involvement.

b) Take responsibility for the services, ensuring they are adequately and pro-actively planned and organised, to ensure successful delivery.

c) Plan and produce materials for running the service.

d) Liaise with the Rabbi on duty as to what they may contribute.

e) Let the Line Manager know at least a week in advance of any special resources/food needed for the session.

f) Arrange the Children's Synagogue and Library, to make it conducive to a Tots service. At the end of each session ensure the rooms are left in a tidy state and that windows and doors are closed securely

g) Be responsible for the safety of attendees.

h) Promote synagogue activities to participants.

i) Attend meetings as required with the line manager and when requested any Rabbinic/Parent/Education Team meetings.

Person Specification

Essential Skills:

- Good Jewish and Hebrew knowledge with an enthusiasm for Judaism, and the ability to deliver solid early years teaching and service participation.
- Has a confident understanding of Jewish Service content and associated musical complexity, and able to adapt and transpose this for young children.
- Skilled communication and musical delivery skills – story telling, instrumental and song.
- Ability to plan and self-organise to deliver structured, successful teaching sessions.
- Confident in taking a proactive and innovative approach to devise and develop fresh ideas, to ensure WLS, is the venue of choice for tots services.
- Good IT skills to enable the timely preparation of Resource Materials for the session.
- Practical experience of 0-4 year olds.
- Fluency in written and spoken English and the use of written and spoken Hebrew.
- Reliable timekeeping and attendance record.

Desirable Skills:

- Teaching Qualification
- Knowledge of Child Protection and Safeguarding (risk and safety precautions)
- First Aid Qualification
- Experience of working closely with members, volunteers and a rabbinic team, within a Synagogue

SENIOR RABBI Julia Neuberger

PRINCIPAL RABBI Helen Freeman

RABBI David Mitchell

RABBI Neil Janes

RABBI Sybil Sheridan

PRESIDENT Mark Fox

CHAIRMAN Patrick Mocatta

EXECUTIVE DIRECTOR Stewart Sether

THE WEST LONDON SYNAGOGUE OF BRITISH JEWS, A COMPANY LIMITED BY GUARANTEE, REGISTERED IN ENGLAND & WALES.
INCORPORATION NUMBER: 08578248 REGISTERED CHARITY NUMBER: 1155821

REGISTERED OFFICE AND ALL COMMUNICATIONS TO BE ADDRESSED TO
33 Seymour Place, London, W1H 5AU | Telephone: 020 7723 4404 | Fax: 020 7224 8258 | Email: admin@wls.org.uk