



THE KING DAVID SCHOOL

## POSITION DESCRIPTION

### Coordinator Jewish Experiential Education (Sr.)

<b>POSITION</b>	Coordinator Jewish Experiential Education (Sr.)
<b>RESPONSIBLE TO</b>	Director of Jewish Life and Learning (DJLL)
<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> July 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.

Together with the DJLL and team members, the Coordinator JEE (CJEE Senior) is responsible for actualising the vision and strategy for Jewish Experiential Education throughout the Middle and Senior Schools. The Coordinator JEE will oversee and direct the development and delivery of engaging and innovative programs and activities which enhance Jewish life experiences among students. The Coordinator will work collaboratively with JEE team members, and serve as a mentor and role model to them, offering direction and guidance. The CJEE is responsible for the development of student leadership in the Senior School. The CJEE attends all Jewish Life camps and participates in Yesh regularly (every second year).



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#### **DUTIES**

##### **1. Programming**

- Oversee the planning, development, organisation and execution of:
  - Jewish Experiential programs for KDS students on a weekly basis, including tefillah for Years 6-8 and programs for Year 10-12
  - Meaningful experiences for Chagim (festivals) and key events
  - Jewish programming at School camps, including attending camps that focus on Jewish Life or those that fall over Shabbat
- Develop opportunities for Jewish life experiences on digital platforms
- Manage and facilitate the programming, teams and logistics of the yearly Israel seminars and Shlichut, in partnership with the DJLL
- Assist the DJLL in the planning of Yesh (Year 10 Israel trip), its vision and content; attend planning sessions on a rostered basis and ensure a member of the JEE team participates annually
- Oversee, plan, develop, organise and execute student leadership initiatives
- Drive Tikkun Olam and social justice initiatives and programming within the Middle and Senior Schools community and beyond

##### **2. Administration**

- Create and present a calendar of activities in October for the following year with a timeline for the event logistics, to be submitted to the DJLL for approval
- Create and manage strategic vision for the marketing of Jewish Experiential Education at The King David School with the Community Relations team
- Manage the budgets for JEE projects ensuring they run within budget, including any additional staffing requirements
- Manage the development of logistical templates to guide all experiential events, including:
  - Keeping records of all experiential programs for future use
  - Ensuring equipment lists are created and all equipment is prepared for the event
  - Ensuring that parent and staff notification about events occurs in a timely manner
  - Booking necessary rooms and ensuring needed equipment is in place
  - Ensuring risk assessments and adequate security are in place

##### **3. Communication**

- Facilitate meetings with relevant staff members, including the JEE team, to review and develop the experiential Jewish Education Program and associated activities



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- Create and review all communication to parents and students regarding Jewish experiential events. Ensure they are consistent with the School's ethos and are approved by the DJLL prior to distribution
- Communicate with staff on all Jewish Experiential programs in a timely manner
- Coordinate and gain consent of the relevant Head of School in a timely fashion for all planned programs and activities
- Manage, create and communicate relevant risk assessments and ensure all documents/permission slips are approved and distributed according to School protocols
- Meet regularly with the DJLL with updates on the JEE team and department's progress

#### 4. JEE Team Management

- Set the strategic plan and vision for the team together with the DJLL
- Ensure team members are accountable to their roles
- Empower and guide team members to take ownership over JEE programs
- Create a weekly and monthly team task list, support delegation during meetings
- Oversee the implementation of each JEE program
- Manage the working hours of part-time team members
- Assist team members in their professional development
- Assist the DJLL in the hiring process for future team members and/or replacements

#### 5. 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
- 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

#### Key Performance Indicators

KPI 1	High quality and innovative programs that provide meaningful engagement and experiences in Jewish life.
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<b>KPI 2</b>	All activities conform to School policies and ethos, and contribute positively to the whole-school culture, including Tikkun Olam and social justice.
<b>KPI 3</b>	JEE team functions cohesively with a shared vision and work ethos within agreed parameters.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date