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| Position | Jewish Life Informal Administrator |
| Reports to: | <ul style="list-style-type: none"> Works in consultation with the Head of Jewish Life and Hebrew, to whom she / he directly reports and the College Principal |
| Department | Jewish Life Informal |
| Location: | <p>Masada College is located in St Ives in Sydney's leafy North Shore. A 20 minute drive from the central business district of Sydney.</p> <p>http://www.masada.nsw.edu.au/</p> <p>https://www.google.com.au/maps/@-33.7248368,151.1348609,13z</p> <p>http://www.kmc.nsw.gov.au/Home</p> |
| Commence | As soon as possible 2019 |
| Term / Conditions | to be confirmed pending candidature |
| Ethos | Masada College bases its ethos on three things; being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and move into various fields of tertiary study. |
| Mission Statement | In our students, through Jewish values and a nurturing community, Masada College engages and instils a genuine love of learning with a quest for excellence. |
| Vision Statement | Masada College is internationally renowned for Jewish values and educational excellence. |
| Key Responsibilities Accountabilities | <ul style="list-style-type: none"> Works in consultation with the Head of Jewish Life and Hebrew, to whom she/he directly reports. <p>Event Management:</p> <ul style="list-style-type: none"> Look for opportunities to interact on an informal level with students across the College and also look for opportunities for the madrichim to do so. Oversee the logistics of informal programs around chagim, shabbat, tefilla, - this includes establishing timelines, allocating staff to duties, preparing risk assessments, overseeing purchasing processes. Oversee the logistics of camps and Shabbatonim - this includes establishing timelines, interviewing madrichim and being part of selection process, working with the Israeli Team and madrichim on programs, allocating staff to duties, preparing staff packs for camps, preparing risk assessments, overseeing purchasing processes, getting quotes for catering of camps. <p>Chessed and Social Action:</p> <ul style="list-style-type: none"> Oversee the chessed and social action programs of the senior and junior schools with the Head of Jewish Life and Hebrew which includes sourcing volunteers as requested for Masada College events, communal events, for communal institutions. Assistance for volunteers should be sourced from staff Leadership Officers and Duke of Edinburgh staff overseer. Initiative new programs as this area will become key to assessment in Jewish Life. <p>Social Media:</p> <ul style="list-style-type: none"> promoting the Jewish ethos and the Jewish Life department through the use of social media platforms <p>Madrichim</p> <ul style="list-style-type: none"> Assist in the establishment and running of a rigorous leadership training program for madrichim. Oversees the tasks performed by the madrichim - both local and international - on a daily basis. Draws up schedules, timetables and oversees programming for informal and experiential Jewish life education. Encourage current students to return as madrichim. Assist madrichim in ensuring that the school has an outwardly Jewish appearance e.g. through notice boards and other visual stimuli. |



Masada College

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| Attributes: | <ul style="list-style-type: none">• The successful candidate should have a love of Judaism and a desire to engage students in experiential learning.• An understanding of kiruv and the importance of connecting Jewish youth to their heritage is vital.• High energy levels, strong communication, collaborative and organisational skills as well as creativity are essential.• The applicant should be flexible, proactive and proficient in IT.• Leader experience is desirable.• Teaching qualifications are a bonus and the candidate may be asked to engage in classroom teaching time and load permitting. |
| Applications to: | <p>Mr Martin Tait, College Principal, Tel: 61 2 9449 3744</p> <p>Applications to include</p> <ul style="list-style-type: none">• letter of application and• curriculum vitae with• details of two contactable referees.• Working with Children Check as per Child Protection Legislation• NSW Teacher Accreditation <p>Email: jmiddleton@staff.masada.nsw.edu.au</p> <p>Closing Date: Friday 10 May 2019</p> |