

JOB DESCRIPTION

Co-ordinator of rabbinic placements

Job Function

This is a position working an average of ten hours a week in close contact with the Dean and other members of the Senior Management Team, in order to support and monitor the vocational component of the rabbinic programme and the College's CPD programme.

To manage all aspects of College placements in Reform and Liberal Congregations, ensuring that placements achieve the desired learning outcomes for the students and are of value to the congregations in which their placements will take place; to ensure that the Dean, and where appropriate the Head of Academic Services, receive regular updates on all students' placement work in congregations.

Job Description

- To negotiate placements and to ensure before placements commence that they are fit for purpose. That is to say that they provide students with the necessary learning experiences and that the placements pass our risk assessment.
- To follow up congregations which are hosting student placements, to ensure that all components, e.g., safeguarding, health and safety, channels of communication etc, are operational and to feed this back to the Dean.
- To visit, where possible, student service leading in congregations to assess their work and guide congregations in getting and giving valuable experience and feedback
- To advise and respond to students with concerns relating to any aspects of their placements.
- To collate proactively and respond to feedback from congregations on rabbinic student development, and to share this with the Dean. To ensure that feedback is communicated to the student and the congregation termly
- To attend Higher Jewish Studies/Rabbinic Course Team meetings

- To maintain an annual vocational audit of rabbinic students' congregational experience in their 4th and 5th years
- To contribute to and assist where necessary with the content of the Placement Handbook

Responsible to

The post holder reports to the Dean/Director of Jewish Studies.
In matters regarding quality assurance the post holder will need to be in close communication with the Head of Academic Services.

Please send your completed application form accompanied by a supporting statement setting out why you think you are suitable for this role to Alison Hinchin, alison.hinchin@lbc.ac.uk

Deadline for applications: **8th December 2020**
Interviews scheduled week beginning 14th December
Start date: **Early January 2021**

