



Moriah College

בית ספר הר המוריה

Applications are invited for the position of:

IVRIT AND JEWISH LIFE AND LEARNING TEACHER'S AIDE & ADMINISTRATOR (Primary School)

MATERNITY LEAVE POSITION (TWO SCHOOL TERMS) COMMENCING TERM 2, 2021 (12th April)

Part-Time (4 days per week)

The successful applicant will assist the Ivrit and Jewish Life and learning educators with student support in the classroom (3 days) and general administration (1 day).

For student support, the successful applicant will be required to:

- Collaborate with teachers and support students in the classroom.
- Assist in the design and development of appropriate programs when required.
- Record and document progress and assessments for students.

For Administration, the successful applicant will be required to:

- Administer and compile assessments
- Order all relevant teaching resources and supplies
- Reconcile invoices, budgets and expenditure
- Coordinate the planning of seminars, in-services & special events

General skills:

- Excellent organisational ability
- Team Player
- Reliable, trustworthy and professional
- Recent experience in working with children / in a school setting desirable
- A working knowledge of Ivrit is a strong advantage.

All appointments will be based on merit selection without reference to the religion of applicants.

An empathy with the ethos of our Modern Orthodox Jewish Day School is essential.

A valid Working with Children Check is essential.

APPLICATION PROCESS:

To apply for this position, you will need to be an Australian Citizen/Australian Resident/have a current Australian Work Visa.

Visit www.moriah.nsw.edu.au for an Employment Application Form. The completed Application Form together with a letter of application, CV and information concerning two referees should be forward to jobs@moriah.nsw.edu.au

Applications close 5pm, Monday 5th April 2021

Moriah College provides a dynamic working environment where staff are valued and students are committed to learning



Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic result