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## Job Description

**Job Title:** Teacher of Religious Education

**Salary Scale:** MPS

**Start:** September 2019

### Duties and responsibilities

- To uphold and support the distinctive Jesuit, Catholic ethos of the College
- To plan and prepare lessons and teaching materials appropriate to the needs of pupils
- To contribute to the preparation, evaluation and monitoring of schemes of work as directed
- To teach and mark the work of subject classes across agreed key stages
- To ensure the needs of individual pupils are met through clear structures for lessons and sequences of lessons, to accommodate the range of learning styles and abilities of the pupil
- To maintain good order and discipline amongst pupils in line with the College Behaviour Policy, including duties and supervision outside the classroom
- To participate in CPD, share learning with colleagues and incorporate strategies in your teaching
- To contribute to the development, evaluation and maintenance of agreed working practices and curriculum development within the subject
- To keep abreast of changes in your subject area and to contribute ideas as to how these changes might be implemented
- To aid in the development of appropriate internal assessment materials
- To assess accurately and record and report on assessments undertaken by pupils and to provide assessment data and formal reports at the appropriate times
- To make effective use of data to assess pupils against target information and inform future planning to consolidate and extend learning
- To plan for the inclusion of all students with additional needs in lessons through an understanding of those needs and adaption of planning and resources to meet the needs
- To be a tutor, providing pastoral support, guidance and advice to students, keeping appropriate records and reporting on the personal and social needs and progress of the pupils in that class
- To be a reflective practitioner
- To ask for support and advice when it is required
- To participate as required in meetings with colleagues, external partners and parents in order to fulfil their duties and responsibilities
- To perform any other duties reasonably requested
- Colleagues on the Upper Pay Scale will further contribute to the life of the College in a capacity agreed with the Headteacher

*St. Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*