



# St. Ignatius College

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[www.st-ignatius.enfield.sch.uk](http://www.st-ignatius.enfield.sch.uk)

Headteacher: **Mary O'Keeffe**

## Job Description

**Job Title:** Teacher of English

**Salary Scale:** MPS/UPS (+TLR 2b for KS3 responsibility)

**Start:** September 2018 (negotiable)

## 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.
- To provide LSA support, cover or supervise Sixth Form students as appropriate.
- 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.