

**POSITION:** Catholic Religion Honorary Teacher  
**REPORTS TO:** High School Principal & Indonesian Educational Program Manager

#### PURPOSE

Under the supervision of the High School (HS) Principal and Indonesian Educational Program (IEP) Manager, the Catholic Religion Honorary Teacher is responsible for working collaboratively to develop and implement Catholic Religion program at JIS. JIS educators work in a professional learning community to continuously improve teaching practice for the benefit of the students at the Jakarta Intercultural School in pursuit of our Mission, Vision, Values and Dreams.

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's Degree holder in Theology of Catholic Education
- Previous experiences minimum of 5 years teaching Catholic Religion in National Plus School or 3 years in SPK school
- Has enough knowledge about National Curriculum and have ability to collaborate with international curriculum.
- Ability to make syllabus, semester plan, weekly plan and lesson plan based on National Curriculum
- Ability to communicate effectively in English and Indonesian
- Documented evidence of strong pedagogical foundation and practices, with an emphasis on constructivist approaches of teaching
- Experience with, and commitment to a professional Learning Community
- Versed in documenting student learning via innovative approaches
- Have experience in National Accreditation is preferred
- A commitment to international education and developing global citizens of the future.
- A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

- Teaches Catholic Religion Lesson based on any pedagogy and teaching approaches
- Makes Syllabus, Semester Plan, Weekly Plan and Lesson Plan based on National Curriculum, with minimum 1 month in advance
- Develops and evaluates Catholic Religion syllabus in order to accommodate the students' needs and government needs
- Makes students report and assessment (Individually, monthly, semester) through many variations of techniques.
- Coordinates with other teachers to integrate the curriculum for High School levels
- Makes lesson planning, assessment, documentation
- Makes a required education agency report, and any other requirement from government
- Provides a complete documentation for National Accreditation archive and to fulfil all requirement including government officer monitoring, and checking-in every semester
- Empowers students to take responsibility for their learning and actions
- Identifies and seeks support when in need
- Attends meeting, workshop and training organized by government, if needed
- Able and willing to work in an asynchronous or synchronous online platform if necessary
- Embraces the JIS Learning Dispositions of **Resilience, Resourcefulness, Relating well with others,** and Reflecting
- Performs other related duties and assuming other responsibilities as assigned by the HS Principal and IEP Manager, including and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

TO APPLY

Interested candidates should apply directly by email to [recruitment@iisedu.or.id](mailto:recruitment@iisedu.or.id).

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address (references will not be contacted without the candidate's permission)

# Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

## Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

## Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.