

**St Michael’s Catholic Grammar School**

**Teacher**

**JOB DESCRIPTION**

1. **Job Title**

Main/Upper Pay Scale Teacher

1. **Responsibility**

The Teacher is responsible to the Headteacher, Head of Department and Teacher in Charge of Subject.

1. **Liaison and co-operation**

The Teacher will work in liaison, and co-operation with:

* Other members of staff
* Members of the Inspectorate, Advisory and Support Services as necessary
* Parents, governors and the local community

1. **Policy and Legal Framework**

The Teacher will work within the framework of: -

* National legislation, including the Education Acts from 1944, 1988 and the Schoolteachers’ Pay and Conditions Act 1987;
* School policies and guidelines on the curriculum and school organisation;
* Diocesan policies, in particular those relating to curricular aims and principles and to equality of opportunity;
* Meet the Teachers’ Standards (England).

1. **Task and Duties**

The Pay and Conditions Act 1987 lists the duties to be included in all Job Descriptions for teachers. The following statement summarises these:

1. **Planning** – to plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of pupils.
2. **Setting and Supervising work by students** – to teach a class, or classes, sets, groups or individual students and to set tasks to be undertaken both at school and elsewhere.
3. **Marking and Recording** – to mark and assess students’ work and to record their development, progress and attainment, both at school and elsewhere.
4. **Discipline and Relationships** – to maintain good order, discipline and respect for others; to promote understanding of the school’s rules and values; to safeguard health and safety; and to develop relationships with and between students conducive to optimum learning.
5. **Communication with parents** – to build and maintain co-operative relationships with parents and to communicate with them on students’ learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
6. **Displays and Environment** – to maintain an attractive and stimulating classroom environment and to contribute displays in the school as a whole (with the support of the Display Technician).
7. **Overall Policy Review** – to take part in the whole-school reviews of policy and aims and in the revision or formulation of guidelines.
8. **Reports** – to provide and contribute to oral and written assessments, reports and references, both at school and elsewhere, relating to the development and learning of individual students and groups of students.
9. **Reviews** – to evaluate and review one’s teaching methods, materials and schemes of work and to make changes as appropriate.
10. **Professional Development** – to keep up-to-date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings; and to take part in appraisals and reviews of one’s work arranged by the Headteacher.
11. **Corporate Life** – to take part in the corporate life of the school.
12. **Cover** – to supervise and, so far as possible, to teach any students whose teacher is absent.

June 2025