



St Michael's Catholic Grammar School

Teacher

JOB DESCRIPTION

1) Job Title

Main/Upper Pay Scale Teacher

2) Responsibility

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

3) 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

4) 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).

5) 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:

- (i) **Planning** – to plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of pupils.
- (ii) **Setting and Supervising work by pupils** – to teach a class, or classes, sets, groups or individual pupils and to set tasks to be undertaken both at school and elsewhere.
- (iii) **Marking and Recording** – to mark and assess pupils’ work and to record their development, progress and attainment, both at school and elsewhere.
- (iv) **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 pupils conducive to optimum learning.
- (v) **Communication with parents** – to build and maintain co-operative relationships with parents and to communicate with them on pupils’ learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- (vi) **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).
- (vii) **Overall Policy Review** – to take part in the whole-school reviews of policy and aims and in the revision or formulation of guidelines.
- (viii) **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 pupils and groups of pupils.
- (ix) **Reviews** – to evaluate and review one’s teaching methods, materials and schemes of work and to make changes as appropriate.
- (x) **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.
- (xi) **Corporate Life** – to take part in the corporate life of the school.
- (xii) **Cover** – to supervise and, so far as possible, to teach any pupils whose teacher is absent.

June 2026