



## ST. MICHAEL'S CATHOLIC GRAMMAR SCHOOL

### JOB DESCRIPTION

#### 1 Job Title

Main Scale / Upper Pay Spine Teacher

#### 2 Responsibility

The Teacher is responsible to the Headteacher

#### 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 Tasks and Duties

The Pay and Conditions Act 1987 lists the duties to be included in all Job Description for teachers. The following statement summaries 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 Clerical Support Officer).

**(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.