

JOB PROFILE

POST TITLE: Principal Teacher

POST NO: Variable

1.0 Principal Teacher Duties

The main duties of a principal teacher are outlined in Part 2: Section 2 of the SNCT Handbook. These are, subject to the policies of the school and the council, to perform such tasks as the head teacher shall direct. These should give reasonable regard to overall teacher workload related to:

- (a) *Responsibility for the leadership, good management and strategic direction of colleagues:*
- (b) *Curriculum development and quality assurance:*
- (c) *Contributing to the development of school policy in relation to the behaviour management of pupils:*
- (d) *The management and guidance of colleagues:*
- (e) *Reviewing the CPD needs career development and performance of colleagues;*
- (f) *The provision of advice, support and guidance to colleagues;*
- (g) *Responsibility for the leadership, good management and strategic direction of pastoral care within the school;*
- (h) *Assisting in the management, deployment and development of pastoral care staff;*
- (i) *Implementation of whole school policies dealing with guidance issues pastoral care, assessment and pupil welfare; and*
- (j) *Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.*

You must have full registration with the General Teaching Council for Scotland (GTCS).

2.0 Key Responsibility Areas

2.1 The following four key responsibility areas for promoted posts established by the Scottish Negotiating Committee for Teachers, apply to all Principal Teacher posts.

- 2.1.1 ***Responsibility for the leadership, good management and strategic direction of colleagues.***
- 2.1.2 ***Responsibility for curriculum development and quality assurance.***
- 2.1.3 ***Responsibility for whole school policy and implementation.***
- 2.1.4 ***Responsibility for working with partners.***

3.0 Duties Associated With Principal Teachers, Management Responsibilities

3.1 Leadership, Good Management and Strategic Direction of Colleagues

Within allocated areas of responsibility:

- 3.1.1 Have direct line management responsibility for allocated teaching, pastoral care and support staff;
- 3.1.2 Be accountable for allocated budgets;
- 3.1.3 Take responsibility for health and safety;
- 3.1.4 Review the CPD needs, career development, and performance of colleagues;
- 3.1.5 Assist with the recruitment and selection of staff.

3.2 Curriculum Development and Quality Assurance

Within allocated areas of responsibility:

- 3.2.1 Manage improvement through producing and implementing priorities in the school improvement plan;
- 3.2.2 Develop the curriculum and monitor learning and teaching;
- 3.2.3 Whole school responsibility for any of the following:
 - Timetabling (secondary only)
 - Information and Communications Technology
 - Early years / nursery classes (primary only)
 - Learning support
 - Behaviour support
 - An Additional Support Needs unit or department
 - Other special sections such as English as a second language, asylum seekers

3.3 Whole School Policy and Implementation

Within allocated areas of responsibility:

- 3.3.1 Develop, manage and implement policy on behaviour management.
- 3.3.2 Develop, manage and implement policy on guidance, pastoral care and pupil welfare;
- 3.3.3 Develop, manage and implement a policy on pupil assessment;

3.4 Working with Partners

Within allocated areas of responsibility:

- 3.4.1 Work with parents;
- 3.4.2 Work with other establishments and agencies;
- 3.4.3 Lead and/or work with colleagues in same establishment.

4.0 Allocation Of Duties

4.1 Principal Teachers will work under the direction of the Head Teacher in accordance with the policies of the school.

4.2 Following a process on negotiation, each Principal Teachers line manager will determine their key areas of responsibility and management duties, which may vary as required. Duties must be capable of being undertaken within contractual time and will have reasonable regard to teacher workload.

NB The duties of teachers are contained in Part 2 Section 2 of the SNCT handbook, and apply equally to all teachers.

The salary of a Principal Teacher will be determined by applying the job-sizing toolkit agreed by the SNCT.

Job Profile Last Amended: **November 2008**

PERSON SPECIFICATION

POST TITLE: Principal Teacher

POST NO: Variable

	ESSENTIAL	DESIRABLE
Personal Features and Qualities	Vision, energy and initiative. Personal motivation and ability to motivate others. Sensitive to children's needs and able to respond accordingly. Self disciplined and able to work to deadlines. Ability to relate with young people. Ability to maintain confidentiality.	Ability to prioritise effectively
Relevant Experience	Successful experience of teaching in a variety of contexts Some experience of managing resources	Experience of contributing to whole school development
Education	Relevant teaching qualification. Registration with the General Teaching Council for Scotland (GTCS).	
Skills, Abilities and Knowledge	Good communication skills. Ability to supervise children for the purpose of learning activities. Good interpersonal, planning and presentation skills. Classroom organisation skills. Ability to work as part of a team. Ability to work in partnership with parents and other agencies.	Ability to utilize a variety of teaching methods.