

JOB OUTLINE	
JOB TITLE: Principal Teacher - Curriculum	JET CODE: TS
DIVISION: Education	
SERVICE/BUSINESS UNIT: School as advertised	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: To be confirmed with Head Teacher	
JOB PURPOSE: Subject to the policies of the school and East Lothian Council, the duties of a Principal Teacher, as a member of the school's management team, is to perform such tasks as the Head Teacher/Depute Head Teacher will direct, having reasonable regard to the overall workload of a classroom teacher:	
MAIN DUTIES: • Responsibility for the leadership, effective management and strategic direction of specified subject area(s) and staff. • Curriculum development and quality assurance. • Contribution to the development of school policy in relation to the ethos of the school and promoting positive behaviour of pupils. • Leadership, management and guidance of staff. • Reviewing the Career Long Professional Learning (CLPL) needs, career development and performance of staff. • Responsibility for the leadership, effective management and strategic direction of curriculum area(s) within the school. • Working in partnership with staff, parents, other agencies and staff in other schools as appropriate. • Contribute towards good order and the wider needs of the school. • Teaching assigned classes together with associated preparation and correction. • Developing the school curriculum. • Assessing, recording and reporting on the work of pupils. • Preparing pupils for examinations and assisting with their administration.	

- Providing advice and guidance to pupils on issues related to their education.
- Promoting and safeguarding the health, welfare and safety of pupils.
- Working in partnership with parents, support staff and other professionals.
- Undertaking appropriate and agreed continuing professional development.
- Participating in issues related to school planning, raising achievement and individual review; and
- Contributing towards good order and the wider needs of the school.

Key Duties associated with Specific Areas of Responsibility - It is expected that a Principal Teacher will have the following specific areas of responsibility:

a. Leadership, management and strategic direction

- Have direct line management responsibility for allocated pastoral care and support staff, as appropriate.
- Review CLPL as part of Professional Review and Development
- Management of delegated budgets and ensure the effective use of resources, where appropriate.
- Assume responsibility for health and safety as appropriate.
- Assist with the selection and recruitment of staff.
- Line management responsibility for designated staff in relation to the Council's Policies and Procedures.

b. Curriculum Development and Quality Assurance:

- Manage the development of the curriculum, as delegated by the Head Teacher.
- Develop monitor and evaluate Learning and Teaching, as delegated by the Head Teacher in line with current policies.
- Contribute to the management and implementation of school development planning.
- Implement and evaluate quality assurance procedures, including contributing to the process of Standards and Quality Report writing, in line with school and authority policy.

c. Whole School Policy and Implementation

It is expected that a Principal Teacher will have whole school duties which could include;

- The Curriculum.
- Learning and Teaching.
- Pupil assessment and attainment.
- Promoting positive behaviour.
- Facilities.

d. Working with Partners

- Lead and/or work with staff.
- Work with staff from other establishments, partners and support agencies.
- Work with parents and carers.
- Work with the wider community.

Principal Teachers are accountable, through the appropriate line management structure, to the Head Teacher and, in turn, through them to the Head of Education.

Taking into account the policies of the Resources and People Services – Education Division and the School Development Plan, Head Teachers will determine the specific remit of Principal Teachers, which will be subject to review, as required following consultation with staff.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

As required by the General Teaching Council of Scotland

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	As required by the General Teaching Council of Scotland Disclosure Scotland: This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.	Post graduate qualifications where appropriate (e.g. in Guidance or Support for Learning).
Previous Experience (Paid & Voluntary Work)	Experience of teaching classes across age and ability ranges. Evidence of recent involvement in appropriate career long professional learning including management and leadership. Ability to lead, manage and give strategic direction to team(s) of staff.	Competent in use of ICT. Evidence of breadth of involvement in key issues relevant to the post (e.g. Curriculum or pupil support). Completion of project leadership or similar development programme. Experience of motivating and supporting stage/departamental colleagues, pupils and, where applicable, parents to achieve successful outcomes. Experience of contributing to the wider life of the school. Experience of working in cross curricular groups.

Knowledge/ Skills /Competencies	Display potential to undertake middle management requirements of post. Recognise skills and talents in individuals. Delegate tasks and empower individuals. Adopt a variety of approaches to resolving problems. Knowledge of current education developments. Commitment to the process of self evaluation, including School Development Planning. Ability to lead the development of a curricular, personal and Social Education or pupil support programme(s) as appropriate. Ability to contribute to the development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement. Ability to promote good order and discipline within the parameters of school policy; to motivate pupils and show commitment to pastoral care and welfare of pupils. Ability to communicate through a variety of media and solutions. Consultative, effective listening skills, courteous and diplomatic. Ability to exercise judgement by using information to guide judgement and decision making.	Ability to work with others, good resource organisation, including ability to manage delegate effectively, ability to assume responsibility for specific tasks and deliver successful outcomes. Ability to lead development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement. Ability to think creatively, be innovative and set up new initiatives.
Personal Qualities	Have clear vision. Value the views and feelings of others.	

	Shows clear empathy to pupils, staff and parents. Create and maintain a positive atmosphere. Confront difficult issues and handle conflict. Use negotiation as a means of making progress. Build confidence in others and encourage participation Analyse risks effectively. Recognise and use opportunities. Be flexible and open to new ideas.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	