**JOB DESCRIPTION**

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| **Job Title: Principal Teacher Curriculum – Creative Arts and Design** | | **Ref No:** | **JE Ref:** |
| **Department:** Education, Skills and Community Wellbeing Directorate | **Band: PT07** | **Location: Stranraer Academy** | |
| **Responsible To:** | Head Teacher | | |
| **Responsible For:** | Faculty of Creative Arts and Design | | |
| **Job Purpose:** | To provide leadership, management and strategic direction of colleagues, managing and co-ordinating the development of the curriculum in designated areas as well as monitoring, evaluating and reporting on the quality of learning and teaching; the Principal Teacher will also contribute to whole school policy development and implementation and also work in partnership with colleagues, parents and specialist agencies. The list of duties for which a Principal Teacher may be called upon to undertake on behalf of the Head Teacher are as defined in Appendix B of A Teaching profession for the 21st Century.<br><br>In conducting the role of Principal Teacher, the professional actions defined in the Standard for Middle Leadership (December 2012) in Scotland must be fulfilled. | | |
| **Main Responsibilities:** | **Leadership and Management**<br>• Demonstrate professional competence and a commitment to teaching and the wider life of the school<br>• Motivate members of the Faculty by leading with enthusiasm and drive<br>• Establish, monitor and evaluate the aims, strategic direction and priorities of the Faculty<br>• Direct line management responsibility for teaching staff (including managing timetables) to provide maximum benefit for the pupils whilst providing job satisfaction for each member of staff in the team<br>• Participate in the selection and recruitment of staff<br>• Provide guidance, support and advice on learning and teaching to members of the Faculty<br>• Arrange and lead regular Faculty Team Meetings<br>• Accountability for a budget<br>• Producing and maintain a Faculty Handbook<br>• Welfare of members of the teaching team and general health and safety issues<br>• Responsible for purchase, management and maintenance of resources within the Faculty<br><br>**Curriculum Development and Quality Assurance**<br>• A commitment to consistently high standards of learning and teaching throughout the school<br>• Encouraging collaboration with colleagues within and out with the Faculty to develop interdisciplinary learning, opportunities for personal achievement, skills for life, learning and work with the senior phase<br>• Lead the ongoing development of a Broad General Education in the Faculty which clearly links to Outcomes and Experiences, Significant Aspects of Learning and skills development<br>• A commitment to pace and challenge for all courses and pupils<br>• Set and maintain high standards of work and expectations of all pupils | | |

- Ensure realistic targets are set and monitored for all pupils taught in the Faculty
- Ensure there is appropriate use of praise in the Faculty and that pupil achievements are properly recognised
- Responsibility to review the CPL needs, career development and performance of teachers in the Faculty
- Plan change within the Faculty by coordinating the annual Faculty Improvement Plan
- Manage and co-ordinate the development of the curriculum (including formative and summative assessment, literacy, numeracy and health and wellbeing and reporting) within the Faculty
- Manage the development of a range of effective teaching methodologies within the Faculty
- Monitor, evaluate and report on the quality of learning and teaching with the teaching team. This will include class observations, monitoring of pupil work, monitoring of assessments and reports, review of SQA results, pupil tracking and producing an annual Standards and Quality Report for the Faculty
- Plan whole school change by contributing to the School Improvement Plan Whole School Policy and Implementation
- Contribute to aspects of the School Improvement Plan, serving on (or Chairing) School Working Groups / Committees
- Manage the implementation of whole school policies and procedures
- Whole school responsibilities for pupil behaviour management, including ensuring good order of school environment throughout the school day including internals and lunchtimes
- Supporting members of the Faculty in managing classroom behaviour issues
- Responsibility for ensuring the implementation of whole school policy, procedures and practices
- Supporting the acknowledgement of pupil achievement through praise, awards and displays of pupil work
- Set and maintain high standards of work and expectations for all pupils
- Liaise with Pupil Support staff and SMT on matters of pupil progress, tracking, attendance and reporting
- Liaise with Pupil Support staff and SMT on the specific support needs of pupils to provide maximum access to the curriculum

## Supporting Pupils

**This involves implementation of whole school policies dealing with pupil progress, pastoral care, pupil behaviour and welfare to include:-**

- Liaison with staff on matters of pupil progress, tracking, attendance records and reporting
- Liaison with Additional Support for Learning staff on matters affecting the support needs of pupils, including ESOL
- Planning, implementing and evaluating strategies and procedures for promoting good order throughout the school
- Setting and maintaining standards of behaviour within the Faculty
- Supporting members of the teaching team with in class behaviour issues

## Working with Partners

- Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate. This will include:
- leading and working with colleagues in the school
- working with colleagues in other establishments as required
- working with parents/carers on issues related to their children
- working with other support agencies involved in services to young people

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| | • working with officers of the Council and the wider community |
| **Performance Management** | ***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.***<br>• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working.<br>• To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.<br>• To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.<br>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.<br>• To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.<br>• To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities. |
| **Prepared by:** | **Jamie Farquhar** **Date: May 2024** |

Jan 2012 //HR