JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Principal Teacher Faculty	
Section:	Secondary	Job Sizing Points
Responsible to:	Head Teacher/Depute Head Teacher	
Responsible for:	Principal Teachers Faculty Support Teachers/Support Staff	

JOB PURPOSE

In addition to the responsibilities of a Teacher, the Principal Teacher Faculty has responsibility to lead and manage a Faculty/team of staff comprised of a family of subjects/whole school responsibility within the school. Principal Teacher's Faculty have the lead responsibility for improving outcomes for children and young people.

PRINCIPAL WORKING CONTACTS

Head Teacher
Depute Head Teachers
Principal Teachers Faculty
Principal Teachers Faculty Support
Teaching Staff
Support Staff
Partners and outside agencies
Parents/Carers
Pupils
Central Children and Families Service Staff

MAIN DUTIES

The bullet points expanding the main headings are illustrative. They are neither prescriptive nor exhaustive.

Subject to the policies and practice of the School and the Council, the duties of Principal Teacher Faculty are, in addition to any duties of a teacher that may apply, to:

Lead, manage and support the work of colleagues providing strategic leadership, direction and guidance as necessary;

To include:-

- lead and promote learning and teaching of the highest possible quality across the Faculty to maximise improved outcomes for pupils.
- managing, developing and implementing national, local authority and school priorities
- responsibility for improvement and management of change
- participating in the development of school aims and policies
- production and management of improvement plans
- systematic monitoring of Faculty progress towards targets in Faculty/school improvement plans

- managing the budget and resources allocated to the Faculty areas of responsibility
- keeping abreast of, implementing and developing current learning and teaching strategies

Lead curriculum development and quality assurance across a Faculty

To include:-

- leading the curriculum development work of the Faculty
- evaluating learning and teaching within the Faculty
- agreeing, setting and monitoring progress towards targets within the Faculty Improvement Plan
- promoting pupil achievement and high standards of attainment
- monitoring provision for pupils with differing abilities and aptitudes taking differentiation into account
- leading assessment and recording pupils' progress
- monitoring communication with parents including reporting on progress
- responding to parents' enquiries

Where required, lead, implement and manage whole school policies including, where appropriate aspects of pupil support.

To include:-

- leadership and management of the school's policy for learning, teaching and assessment within the Faculty
- promoting positive behaviour and relationships for learning
- dealing with pupil referrals from PT Faculty Support and teachers in line with the agreed policy of the school
- operating agreed policies and procedures to support and protect pupils
- promoting positive pupil attitudes to achievement, standards and attendance

The management and guidance of all staff across the Faculty

To include:-

- conducting return to work discussions in accordance with the council's Health and Wellbeing Framework
- lead responsibility for allocating classes, directing the work and managing the workload of staff across the Faculty
- support the health and wellbeing of staff across the Faculty
- ensure an appropriate programme of induction for new staff across the Faculty

Review and support professional needs, and performance of colleagues across the Faculty through continuous professional development

To include:-

- lead responsibility for monitoring and evaluating the performance of teachers across the Faculty
- leading and implementing the Council's policy on professional review and development (PRD) across the Faculty
- support and facilitate appropriate CLPL for all staff within the Faculty

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Principal Teacher Faculty

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	GTCS registered (Secondary)	Award bearing course completion	Application form
RELEVANT WORK/OTHER EXPERIENCE	Experience of delivering a wide range of courses including preparation for National Qualifications Knowledge of and involvement in self-evaluation and improvement planning leading to improved outcomes for children and young people Knowledge of current educational developments, national and local curriculum guidelines, policies and priorities Demonstrate knowledge and understanding of Curriculum for Excellence Knowledge, understanding and leadership of curriculum developments within and across subjects Knowledge, understanding and experience of internal assessment arrangements Evidence of appropriate professional learning in a range of areas including leadership	Participation in local or national initiatives or working groups Experience dealing with budgets/resources Evidence of leading improvement Leadership of whole-school curriculum developments	Application form Interview
PARTICULAR SKILLS/ABILITIES	Good organisational skills Good communication skills (oral and written) Good interpersonal skills Ability to take initiative	Ability to lead change resulting in improved outcomes	Interview Reference Application form
PERSONAL QUALITIES	Positive and caring approach and commitment to young people and staff Enthusiastic, tactful, tolerant, and supportive		Interview

	Effective team leader Relates well to others (pupils, parents, staff)		
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to keep up to date and learn Willingness to work as a team member Evidence of full participation in the life of the school Willingness to undertake curriculum/ personal development Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update Roman Catholic approval is required for posts in RC schools		Interview Application Form