JOB DESCRIPTION

Job Title: PRINCIPAL TEACHER PUPIL SUPPORT (Pastoral Care)		**Ref No: 7/**	**JE Ref:**
Department: Education and Learning Directorate	**Band: PT04**	**Location: Stranraer Academy**	
Responsible To:	Depute Headteacher		
Responsible For:	Pupil Support		
Job Purpose:	To provide leadership, management and strateging 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		
Main Responsibilities:	The post holder will have the following responsibilities: **Responsibility for Leadership, Good Management and Strategic Direction of Colleagues** • Demonstrating professional competence and strong commitment to the craft of teaching and to the wider life of the school. • Motivating the staff involved in the above areas by leading with enthusiasm and drive. • Establishing, monitoring and evaluating the aims, strategic direction and priorities for those same staff • Liaising with the other PTA's of Pupil Support in making arrangement for meetings of staff. **Responsibility for Curriculum Development and Quality Assurance** • Being commited to high standards of learning and teaching • Setting and maintaining high expectations of and high standards of work for all pupils • Ensuring that realistic targets are sent and monitored for all pupils with a view to supporting their progress and wellbeing. • Ensuring that pupils achievements are properly revognised and that underachievement or inapproptiate behaviour are also addressed. • Monitoring, evaluating and reporting on the quality of support. This will include classroom observation, monitoring of pupil programmes and file notes, review		

	of SQA results, pupil tracking and collaboration with Pupil Support colleagues to produce an annual Standards and Quality Report. • Collabirating with fellow Pupil Support PTs to produce and implement an annual improvement plan • Managing and co-ordinating the development of the support areas and of a range of support strategies used by staff • Producing and implementing annual development plans relating to PSE and strategies for pastoral and behavioural support for all pupils, in collaboration with other Pupils Support PTs. • Monitoring learning and teaching in respect of work experience programmes in S1-S5 • Developing whole school policy on pastoral • Influencing the nature and direction of whole school change by contributing to the School Improvement plan. **Responsibility for Whole School Policy and Implementation** Take a leading role in: • Contributing to aspects of the School Improvement Plan by chairing or serving on a school working group or committee. • Jointly managing Pupil Support's implementation of whole school policies and procedures • Reporting on pastoral and behavioural issues affecting all pupils • Leading the development and implementation of whole school policy in relation to pastoral **Responsibility for Working with Partners** • 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 • Working with officers of the Council and the wider community • Working with all of the above to ensure that appropriate plans, such as IEPs and CSPs, are created and monitored to support pupils' learning and welfare After consultation between the Headteacher and the post holder, the latter will have responsibility for undertaking any other duties consistent with the general purpose and specific responsibilities of the post. **This post is subject to candidate vetting through PVG.**
Job Activities:	As associated with the post of Principal Teacher and detailed in the job description.

Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance in accordance with the General Teaching Council for Scotland's (GTCS) Professional Standards. • To engage with the requirements of the Professional Review and Development (PRD) requirements for teachers. • To manage your own performance and any staff you may be responsible for in compliance with all Codes, Regulations and Procesures including the GTCS Code of Conduct and Health and Safety requirements. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • 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. • To take all reasonable measures to limit carbon emissions and reduce energy / resource consumption when undertaking work activities.	
Prepared by:		**Date: June 2024**

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