THE HIGHLAND COUNCIL – EDUCATION AND LEARNING SERVICE

JOB SPECIFICATION

Post	Faculty Head – English, Modern Languages, Gaelic & Drama
Salary	Salary will be determined by applying the job sizing toolkit as agreed by SNCT.
Location	Thurso High School
Responsible to	Head Teacher
Duties of the post	The duties of a Principal Teacher are drawn from the outline duties for Principal Teacher set out in the SNCT Handbook – Part 2 Section 2. See Appendix 1
Leadership, management and strategic direction of colleagues	**Within allocated areas of responsibility the post holder will:** 1. Have direct line management responsibility for teaching/support staff. 2. Be responsible for the Professional Review and Development of colleagues. 3. Be accountable for delegated budgets and effective deployment of resources. 4. Be aware of health and safety requirements and apply these as appropriate. 5. Assist with selection and recruitment of staff.
Curriculum development and quality assurance	**Within allocated areas of responsibility the post holder will:** 1. Manage the development of the curriculum. 2. Monitor and evaluate learning, teaching and assessment. 3. Contribute to the management of the process of school improvement planning. 4. Implement and evaluate Quality Assurance procedures.
Whole school policy and implementation	**Within allocated areas of responsibility the post holder will:** 1. Develop and manage the implementation of policy on learning and teaching. 2. Develop and manage the implementation of policy on pupil assessment and attainment. 3. Develop and manage the implementation of policy on behaviour management. 4. Responsible for leading on whole school literacy attainment policy.
Working with partners	**Within allocated areas of responsibility the post holder will:** 1. Work in a collegiate way with colleagues in the same establishment. 2. Work with colleagues in other establishments and agencies. 3. Work with parents and carers.
Allocation of duties	Principal Teachers will work under the direction of the Head Teacher in accordance with the policies of the school and the Education Authority. The Head Teacher will determine, from the above sections, specific areas of responsibility and management duties which may vary from time to time without making significant changes to the duties of the post or the level of responsibility entailed. Such variations are a common occurrence and would not normally justify re-job sizing. As a result of such variations, it may be necessary to update this job specification from time to time. If, following consultation and discussion with the Head Teacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's grievance procedures.
Other duties	In addition, Principal Teachers also have the duties and responsibilities of every teacher and a duty to carry out other such tasks and responsibilities as designated by the Head Teacher within the terms of reference of the SNCT Handbook – Part 2 Section 2. All duties must be capable of being undertaken within contractual time, having regard to workload
Date	October 2026