THE HIGHLAND COUNCIL – EDUCATION & LEARNING SERVICE

JOB SPECIFICATION

Post	Principal Teacher
Salary	Salary will be determined by applying the job sizing toolkit as agreed by SNCT
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 Annex B of the Agreement *'A Teaching Profession for the 21st Century'.* See Appendix 1
Leadership, management and strategic direction of colleagues	**Within allocated areas of responsibility, the post holder will assist with:** 1. Direct line management responsibility for teaching / pastoral care / support staff. 2. Professional Review and Development of colleagues. 3. Delegated budgets and effective deployment of resources. 4. Awareness of health and safety requirements and apply these as appropriate. 5. Selection and recruitment of staff.
Curriculum development and quality assurance	**Within allocated areas of responsibility, the post holder will assist with:** 1. Development of the curriculum. 2. Monitoring and evaluating learning and teaching. 3. Contributing to the management of the process of school development planning. 4. Implementing and evaluating Quality Assurance procedures.
Whole school policy and implementation	**Within allocated areas of responsibility, the post holder will assist with:** 1. Developing and managing the implementation of policy on learning and teaching. 2. Developing and managing the implementation of policy on pupil assessment and attainment. 3. Developing and managing the implementation of policy on pastoral care, pupil welfare and support. 4. Developing and managing the implementation of policy on behaviour management.
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 Annex B of *A Teaching Profession for the 21st Century.* All duties must be capable of being undertaken within contractual time, having regard to workload.
Date	7/1/2016

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PERSON SPECIFICATION

Principal Teacher

SELECTION CRITERIA	*ESSENTIAL* *(Acceptable levels for effective job performance)*
EXPERIENCE	1. Recent successful experience as a class teacher. 2. Experience of participation in curriculum development and self-evaluation. 3. Evidence of involvement in school improvement. 4. Evidence of recent involvement in professional development.
EDUCATION AND QUALIFICATIONS	1. Full registration with the General Teaching Council for Scotland as a Primary teacher.
GENERIC PROFESSIONAL ABILITIES AND QUALITIES	1. Demonstrates confidence and empathy. 2. Creates and maintains a positive atmosphere within the classroom. 3. Inspires and motivates others. 4. Demonstrates excellent communication skills and has an ability to further enhance parental communication effectively. 5. Values and works through teams. 6. Seeks and uses information. 7. Thinks strategically. 8. Identifies and solves problems.
SPECIFIC ABILITIES	1. Articulate a personal vision and can translate this vision into everyday reality. 2. Contribute to the conditions and structures which support and develop effective learning and teaching. 3. Demonstrate a range of strategies to ensure that children are safe, nurtured, healthy, achieving active, respected, responsible, and included in school. 4. Ability to participate in management structures including planning, monitoring and evaluating the work carried out by teams and individuals. 5. Support and enhance effective working relationships with all staff. 6. Maintain partnerships with parents, pupils, School Council, outside agencies and the community. 7. Demonstrate excellent interpersonal skills to further enhance parental communication. 8. Able to manage available resources and allocate them to support effective learning and teaching.