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THE HIGHLAND COUNCIL - EDUCATION, CULTURE & SPORT SERVICE

JOB SPECIFICATION

Post	Principal Teacher
Salary	Salary will be determined by applying the job sizing toolkit as agreed by SNCT
Location	
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 ' <i>A Teaching Profession for the 21st Century</i> '. See Appendix 1
Leadership, management and strategic direction of colleagues	Within allocated areas of responsibility the post holder will: <ol style="list-style-type: none">1. Have direct line management responsibility for teaching / pastoral care / 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: <ol style="list-style-type: none">1. Manage the development of the curriculum.2. Monitor and evaluate learning and teaching.3. Contribute to the management of the process of school development planning.4. Implement and evaluate Quality Assurance procedures.
Whole school policy and implementation	Within allocated areas of responsibility the post holder will: <ol style="list-style-type: none">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 pastoral care, pupil welfare and support.4. Develop and manage the implementation of policy on behaviour management.
Working with partners	Within allocated areas of responsibility the post holder will: <ol style="list-style-type: none">1. Lead and / or 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 <i>A Teaching Profession for the 21st Century</i> . All duties must be capable of being undertaken within contractual time, having regard to workload.
Date	26 February 2004

26/04/2004

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APPENDIX 1

ANNEX B

Subject to the policies of the school and the education authority, the duties of teachers, promoted and unpromoted, are to perform such tasks as the Headteacher shall direct having reasonable regard to overall workload related to the following categories: -

- (a) teaching assigned classes together with associated preparation and correction.
- (b) developing the school curriculum
- (c) assessing, recording and reporting the work of pupils.
- (d) preparing pupils for examinations and assisting with their administration.
- (e) providing advice and guidance to pupils on issues related to their education.
- (f) promoting and safeguarding the health, welfare and safety of pupils.
- (g) working in partnership with parents, support staff and other professionals.
- (h) undertaking appropriate and agreed continuing professional development.
- (i) participating in issues related to school planning, raising achievement and individual review
- (j) contributing towards good order and the wider needs of the school.

In addition, all Principal Teachers' duties are drawn from the following list:

- (a) responsibility for the leadership, good management and strategic direction of colleagues.
- (b) curriculum development and quality assurance.
- (c) contributing to the development of school policy in relation to the behaviour management of pupils.
- (d) the management and guidance of colleagues.
- (e) reviewing the CPD needs, career development and performance of colleagues
- (f) the provision of advice, support and guidance to colleagues.
- (g) responsibility for the leadership, good management and strategic direction of pastoral care within the school.
- (h) the development of school policy for the behaviour management of pupils.
- (i) assisting in the management, deployment and development of pastoral care staff.
- (j) implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare.
- (k) working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.