

# COMHAIRLE NAN EILEAN SIAR

## Job Description

<b>DEPARTMENT</b>	Education	<b>POST NUMBER:</b>	
<b>POST TITLE</b>	Principal Teacher (Curriculum/Pastoral : designation to be inserted related to specific post)	<b>GRADE:</b>	Principal Teacher
<b>SECTION OR LOCATION REPORTS TO:</b>	<b>Specific School</b> Head Teacher	<b>DATE:</b>	2004
<b>RESPONSIBLE FOR:</b>	Key duties allocated in line with job purpose, and duties associated with the teaching of assigned classes.		

### Job Purpose

The purpose of this post is to contribute to overall school effectiveness in respect of the following areas:

- (a) The leadership, good management and strategic direction of colleagues.
- (b) Curriculum Development and Quality Assurance
- (c) Whole school policy and implementation
- (d) Working with partners.

The purpose of this post is to perform such tasks as the head teacher shall direct, having reasonable regard to overall workload, in relation to the duties and responsibilities listed below, as appropriate to the management structure of the school. The post also carries a class teaching commitment in the postholder's specialist subject.

### A Outline of Principal Teacher duties

A more detailed description of duties, based on this outline, is given in section D

- 1 Responsibility for the leadership, good management and strategic direction of colleagues.
- 2 Curriculum development and quality assurance.
- 3 Contributing to the development of school policy in relation to the behaviour management of pupils.
- 4 The management and guidance of colleagues.
- 5 Reviewing the CPD needs, career development and performance of colleagues.
- 6 The provision of advice, support and guidance to colleagues.
- 7 Responsibility for the leadership, good management and strategic direction of pastoral care within the school.
- 8 The development of school policy for the behaviour management of pupils.
- 9 Assisting in the management, deployment and development of pastoral care staff.
- 10 Implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare.
- 11 Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.

## **B Outline of Teaching duties**

**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 teacher workload related to the following categories:**

- 1 Teaching assigned classes together with associated preparation and correction.
- 2 Developing the school curriculum.
- 3 Assessing, recording and reporting on the work of pupils.
- 4 Preparing pupils for examinations and assisting with their administration.
- 5 Providing advice and guidance to pupils on issues related to their education.
- 6 Promoting and safeguarding the health, welfare and safety of pupils.
- 7 Working in partnership with parents, support staff and other professionals.
- 8 Undertaking appropriate and agreed continuing professional development.
- 9 Participating in issues related to school planning, raising achievement and individual review.
- 10 Contributing towards good order and the wider needs of the school.

## **C General responsibilities**

- 1 Ensuring that all duties or responsibilities are performed in a safe manner so that no risk to health or safety arises to yourself, any other employee or member of the public.
- 2 Ensuring that you comply with the Council's Non-Smoking at Work Policy.
- 3 Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency and effectiveness of the service.

## D Key duties associated with job purpose.

Principal Teachers are accountable, through appropriate line managers, to the Headteacher, and in turn to the Director of Education.

In consultation with the Education Department, and taking account of local and national policies and priorities, the headteacher will determine the key areas of responsibility and management duties for the post. These will be subject to review, as required. Any change in duties will follow a consultation process with the individual postholder. The allocation of duties will have regard to teacher workload and must be capable of being undertaken within contractual time.

For each key area principal teachers will carry out the duties indicated, **within their area of responsibility.**

KEY AREA	DUTIES
Leadership, management and strategic direction of colleagues	<ul style="list-style-type: none"><li>• Have direct line management responsibility for allocated staff;</li><li>• Review CPD needs as part of Professional Review and Development, career development, welfare and performance of colleagues.</li><li>• Manage delegated budgets;</li><li>• Assume appropriate responsibility for health and safety;</li><li>• Contribute to the selection and recruitment of staff;</li><li>• Participate in discipline and grievance procedures for staff.</li></ul>
Curriculum development and quality assurance.	<ul style="list-style-type: none"><li>• Manage the development of the curriculum;</li><li>• Monitor and evaluate learning and teaching;</li><li>• Contribute to the management of the process of school development planning;</li><li>• Implement and evaluate quality assurance procedures;</li><li>• Contribute to the process of Standards and Quality reporting.</li></ul>
Whole school policy and implementation	<ul style="list-style-type: none"><li>• Develop, manage and implement policy on Learning and Teaching;</li><li>• Develop, manage and implement policy on pupil assessment and attainment;</li><li>• Develop, manage and implement policy on pastoral care, pupil welfare and support;</li><li>• Develop, manage and implement policy on behaviour management.</li></ul>
Working with partners	<ul style="list-style-type: none"><li>• Lead and/or work with colleagues in same establishment</li><li>• Work with colleagues from other establishments and agencies</li><li>• Work with parents and carers</li><li>• Work with the wider community.</li></ul>