



LNCT 12 – Job Description – PT Secondary

December 2018

The duties of a Principal Teacher (PT) are as set out in the [SNCT Handbook, Part2, section 2.10.](#)

Duties associated with PTs' management responsibilities

PT Curriculum

It will be the responsibility of the post holder to develop and maintain the provision for **their specified subject** within the school. The specific duties associated with this post are:

Leadership, management and strategic direction of colleagues

- Have management responsibility for allocated staff
- Review and support the Career Long Professional Learning (CLPL), career development and performance of colleagues
- Be responsible for allocated budgets and the effective deployment of resources
- Be aware of health and safety requirements and apply these as appropriate
- Assist with the selection and recruitment of staff according to agreed recruitment procedures.

Curriculum and quality improvement

- Manage the development and implementation of the curriculum in relation to **their specified subject** within the school
- Monitor and evaluate teaching and learning within **their specified subject** in the school
- Contribute to the management of the School Improvement Plan.

Whole school policy implementation

- Within the Social Subjects, help develop and manage the implementation of all whole school policies
- Contribute to an orderly learning environment and the wider needs of the school

Working with partners

- With reference to **their specified subject**, work in partnership with colleagues, parents/carers, other specialist agencies and staff in other schools as appropriate.

PT Guidance

In addition to the responsibilities set out above, PT Guidance will also be responsible for:

- Pastoral care, assessment and welfare for a specified caseload of pupils