LNCT 12 – Job Description – PT Secondary

December 2018

The duties of a Principal Teacher (PT) are as set out in the SNCT Handbook, Part 2, 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