



LNCT 11 – Job Description – PT Primary

December 2018

Subject to the policies of the school and Inverclyde Council, Principal Teachers (PTs) have a responsibility to carry out the duties contained in the [SNCT Handbook, Part 2, section 2.10.](#)

Allocation of duties

PTs will work under the overall direction of the Head Teacher in accordance with the policies of the school and Inverclyde Council.

Each PT's line manager will determine from sections A, B, C and D below, specific areas of responsibility and management duties which, following negotiation, may vary as required. It is not intended that PTs carry out all of the duties detailed below but should have responsibility for agreed areas listed in each section. The assigned duties must be capable of being undertaken within contractual time, having regard to workload and management time allocation.

Key duties associated with specific areas of responsibility

A. Leadership, management and strategic direction in areas of work of the school

Within their agreed areas of responsibility, together with SMT team, PTs will:

- Manage allocated teaching, pastoral and support staff
- Be responsible for allocated budgets and effective deployment of resources
- Apply health and safety requirements as appropriate

- Assist with the selection and recruitment of staff, in another establishment, according to agreed recruitment procedures
- Monitor the welfare of colleagues.

B. Curriculum development and quality improvement

Within their agreed areas of responsibility, together with SMT team, PTs will:

- Manage the development of the curriculum as delegated by the Head Teacher
- Monitor and evaluate teaching and learning according to agreed procedures
- Develop, manage and implement agreed aspects of the school strategic improvement plan
- Assist with the CLPL of colleagues.

C. Whole school policy implementation

Within their agreed areas of responsibility, together with SMT team, PTs will:

- Develop, manage and review the implementation of policy in teaching and learning
- Develop, manage and review the implementation of policy on pupil assessment and attainment
- Develop, manage and review the implementation of policy on pastoral care, pupil welfare and support
- Develop, manage and review the implementation of policy on behaviour management
- Develop, manage and review the implementation of the authority's policy on equality and inclusion.

D. Working with partners

Within their agreed allocated areas of responsibility, together with SMT team, PTs will:

- Lead and/or work in a collegiate way with colleagues in the same establishment
- Work with other establishments and agencies as appropriate
- Work with parents/carers
- Work with the wider community.