



JOB DESCRIPTION

Date: 8/11/2007

1. JOB IDENTITY

POST TITLE: Principal Teacher (Primary)
SECTION: **SERVICE:** Education, Learning & Leisure
REPORTS TO: Head Teacher **LOCATION:** ____ Primary

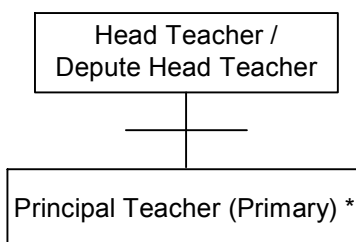
2. JOB PURPOSE AND WAY OF WORKING

- 2.1 To lead and manage a team of teaching staff within the school and within assigned curricular areas
- 2.2 To progress the Authority's and school's aims and targets as set out in the appropriate improvement plans.
- 2.3 To promote learning and teaching of the highest possible quality and to maximise the attainment of all pupils.

3. MAJOR TASKS

- 3.1 Curriculum Management: To manage and quality assure assigned curricular areas in an effective manner to ensure the highest possible quality of learning and teaching and maximum levels of learner attainment in the base school. Contribute to curriculum development and support at school level.
- 3.2 Personnel Management: To support the work of and manage assigned staff effectively, actively promoting collegiate working and professional debate and reflection
- 3.3 Resource Management: To manage assigned resources in an effective and efficient manner and in accord with the school's policies.
- 3.4 Administration: Within the terms of "A Teaching Profession for the 21st Century", direct and oversee effective and efficient administration of assigned areas of work.
- 3.5 Learning and Teaching: Contribute to the delivery of a high quality education to pupils in accordance with authority and school policies.

4. REPORTING RELATIONSHIPS This job is indicated by *



5. DUTIES TYPICALLY INCLUDE:

- 5.1 Curriculum Management:** Manage assigned curricular areas in an effective manner ensuring the highest possible quality of learning and teaching and maximum levels of pupil achievement and attainment. Contribute to curriculum development and support
- 5.1.1 Assist in the preparation and monitoring of the implementation of the school improvement plan
 - 5.1.2 Assist in planning and establishing the strategic direction of the curriculum at school level and within the context of the appropriate quality improvement plan
 - 5.1.3 Maintain the highest possible quality of learning and teaching and levels of learner achievement and attainment
 - 5.1.4 Assist in the maintenance of an overview of the direction, scope and pace of curriculum development across the assigned curricular areas
 - 5.1.5 Contribute to the delivery of effective quality assurance processes across the school and within school and authority policies and practices
 - 5.1.6 Monitor, evaluate and review classroom practice through involvement in classroom activities, working with and advising colleagues in a professionally supportive manner within Authority policy on monitoring classroom practice.
 - 5.1.7 Oversee patterns of assessment ensuring they comply with school policy and are used appropriately for formative and summative purposes and for reporting to parents
 - 5.1.8 Analyse trends in learner attainment to inform adjustments to curriculum and learning and teaching
 - 5.1.9 Contribute to the development, implementation and monitoring of relevant school policies
 - 5.1.10 Promote and implement effective links with staff providing learning, pastoral and behaviour support for learners
 - 5.1.11 Contribute to the oversight and management of behaviour policies and practices at school level to ensure the best possible learning environment for all learners
 - 5.1.12 Provide curricular advice and support for staff including probationary and student teachers
 - 5.1.13 Maintain personal professional knowledge and skills through active engagement with continuing professional development (CPD).
- 5.2 Personnel Management:** Manage assigned staff as effectively as possible, actively promoting collegiate working and professional debate and reflection:
- 5.2.1 Develop and maintain a collegiate ethos amongst all staff in which individual initiative is

encouraged and professional discussion and reflection is actively promoted within the duties of teaching staff as defined in Annex B of “A Teaching Profession for the 21st Century”

5.2.2 Foster team working amongst school staff

5.2.3 Provide active support for colleagues wishing to improve classroom practice

5.2.4 Play an active role in the development and review of staff for whom there is a line management responsibility as defined in Aberdeenshire EL&L’s Professional Development and Review Scheme

5.2.5 Participate in the recruitment of staff within the policies of the authority

5.2.6 Oversee and coordinate the work of assigned support staff

5.2.7 Work in partnership with parents, other authority services and outside agencies

5.3 Resource Management: Manage assigned resources in an effective and efficient manner and in accord with school policies:

5.3.1 Manage and monitor assigned budgets

5.3.2 Consult colleagues on the identification, acquisition and deployment of resources

5.3.3 Ensure resources are deployed in a transparent and equitable manner

5.3.4 Ensure assigned staff, through an agreed CPD plan have the knowledge and skills to make effective use of available resources, particularly ICT

5.3.5 Be aware of the availability of new and additional resources capable of enhancing learning and teaching

5.3.6 Liaise with assigned non-teaching staff to ensure all accommodation and resources are maintained in a reliable and safe manner, conforming to all health and safety requirements

5.3.7 Contribute to ensuring all teaching areas provide an attractive and stimulating learning environment

5.3.8 Take responsibility for assigned health and safety matters

5.4 Administration: Within the terms of “A Teaching Profession for the 21st Century” direct and oversee effective and efficient administration of assigned areas:

5.4.1 Liaise with senior colleagues to ensure the efficient management of all aspects of external assessment activities

5.4.2 Liaise with appropriate support staff to ensure all health and safety requirements for assigned areas are addressed promptly and effectively

5.4.3 Co-ordinate the work of assigned support staff.

5.5 Learning and Teaching: Contribute to the delivery of a quality education to pupils in accordance with authority and school policies:

5.5.1 Display high personal and professional standards by example

5.5.2 Provide colleagues with support and advice as required

5.5.3 Continue awareness of research and other current curricular developments and their relevance for improving learning and teaching.

NB - The duties of teachers are contained in Part 2 Section 2 of the new SNCT handbook, and apply equally to all teachers.

The purpose of a Job Description is to indicate the general level of duties and responsibilities, not to form an exhaustive list of detailed activities