

**EAST RENFREWSHIRE LNCT AGREEMENT**

**PT GENERIC REMIT**

May 2003



*Education Department*

## 1.0 PRINCIPAL TEACHER DUTIES

1.1 The duties of a Principal Teacher are drawn from the outline duties for Principal Teachers set out in Annex B of the agreement “*A teaching profession for the 21st century*”.

- (a) *Responsibility for the leadership, good management and strategic direction of colleagues.*
- (b) *Curriculum development and quality assurance.*
- (c) *Contributing to the development of school policy in relation to the behaviour management of pupils.*
- (d) *The management and guidance of colleagues.*
- (e) *Reviewing the CPD needs, career development and performance of colleagues.*
- (f) *The provision of advice, support and guidance to colleagues.*
- (g) *Responsibility for the leadership, good management and strategic direction of pastoral care within the school.*
- (h) *The development of school policy for the behaviour management of pupils.*
- (i) *Assisting in the management, deployment and development of pastoral care staff.*
- (j) *Implementation of whole school policies dealing with guidance issues pastoral care, assessment and pupil welfare.*
- (k) *Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.*

## 2.0 KEY RESPONSIBILITY AREAS

2.1 The following four key responsibility areas for promoted posts established by the Scottish Negotiating Committee for Teachers, apply to all Principal Teacher posts.

- 2.1.1 ***Responsibility for the leadership, good management and strategic direction of colleagues.***
- 2.1.2 ***Responsibility for curriculum development and quality assurance.***
- 2.1.3 ***Responsibility for whole school policy and implementation.***
- 2.1.4 ***Responsibility for working with partners.***

2.2 The duties of teachers will apply also to Principal Teachers. The Standard for Full Registration agreed by the General Teaching Council for Scotland (GTCS) is applicable and is used to support the definition of the specific duties.

2.3 The salary of a Principal Teacher will be determined by applying the job-sizing toolkit agreed at the SNCT.

---

---

### **3.0 DUTIES ASSOCIATED WITH PRINCIPAL TEACHERS' MANAGEMENT RESPONSIBILITIES**

#### **3.1 Leadership, Good Management and Strategic Direction of Colleagues**

Within allocated areas of responsibility:

- 3.1.1 Have management responsibility for allocated teaching, pastoral care and support staff.
- 3.1.2 Be responsible for the Professional Review and Development of colleagues.
- 3.1.3 Be accountable for allocated budgets and the effective deployment of resources.
- 3.1.4 Be aware of health and safety requirements and apply these as appropriate
- 3.1.5 Assist with the selection and recruitment of staff according to agreed recruitment procedures
- 3.1.6 Monitor the welfare of colleagues
- 3.1.7 Review the performance of colleagues

#### **3.2 Curriculum and Quality Development**

Within allocated areas of responsibility:

- 3.2.1 Manage the development of the curriculum.
- 3.2.2 Monitor and evaluate learning and teaching according to agreed procedures.
- 3.2.3 Contribute to the management of the process of School Development Planning.
- 3.2.4 Implement and evaluate Quality Development procedures.

#### **3.3 Whole School Policy and Implementation**

Within allocated areas of responsibility

- 3.3.1 Develop and manage the implementation of policy on Learning and Teaching.
- 3.3.2 Develop and manage the implementation of policy on pupil assessment and attainment.
- 3.3.3 Develop and manage the implementation of policy on pastoral care, pupil welfare and support.
- 3.3.4 Develop and manage the implementation of policy on behaviour management
- 3.3.5 Develop and manage the implementation of the authority's policy on equality and inclusion.

#### **3.4 Working with Partners**

Within allocated areas of responsibility

- 3.4.1 Lead and/or work in a collegiate way with colleagues in the same establishment
  - 3.4.2 Work with other establishments and agencies as appropriate
  - 3.4.3 Work with parents/carers
-

#### **4.0 Allocation of Duties**

4.1 Principal Teachers will work under the direction of the Headteacher in accordance with the policies of the school and the Education Service.

4.2 Each Principal Teacher's line manager will determine from sections 1, 2 and 3 above, specific areas of responsibility and management duties which, following negotiation and consultation may vary as required. These must be capable of being undertaken within contractual time, having regard to workload.

---