



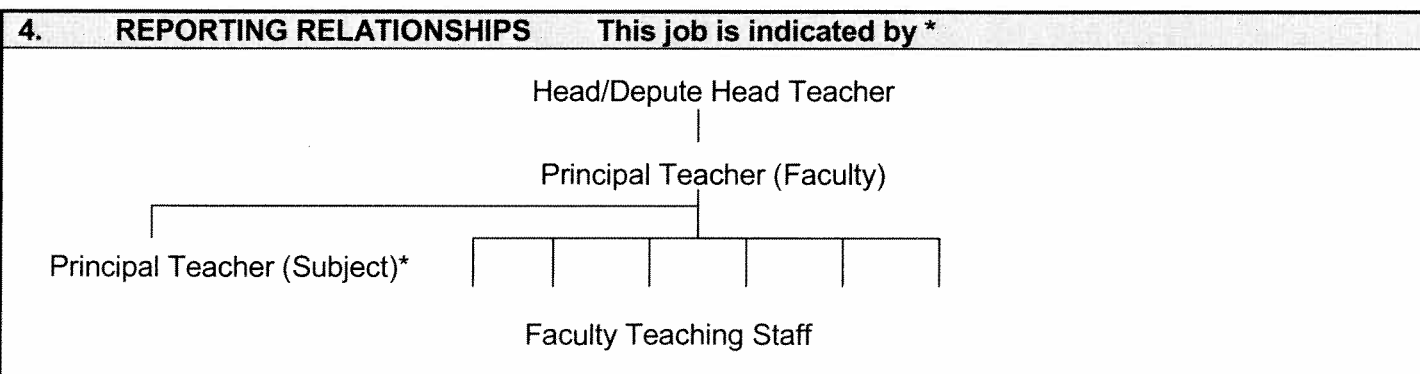
Job Desc No:

Effective Date:

1. JOB IDENTITY	
POST TITLE: Principal Teacher (Subject)	SERVICE: Education & Recreation
REPORTS TO: Head Teacher/Depute Head Teacher/PT Faculty* (*Where subject is part of a faculty on an interim basis)	LOCATION: xxxxxxxxxx Academy
GRADE: Principal Teacher	

2. JOB PURPOSE AND WAY OF WORKING
<p>2.1 To manage all aspects of curriculum development and delivery within a specified subject area.</p> <p>2.2 To further the Authority's and school's aims and targets as set out in the appropriate development plans.</p> <p>2.3 To promote learning and teaching of the highest possible quality and to maximise the attainment of all pupils.</p>

3. MAJOR TASKS
<ol style="list-style-type: none"> 1. <u>Curriculum Management</u>: To manage all aspects of curriculum development and delivery within a specified subject area. To contribute to all processes at school, faculty and department levels to ensure the highest possible quality of learning and teaching and maximum levels of learner attainment. 2. <u>Personnel Management</u>: To support the work and professional development of all staff within the department, supporting and contributing to collegiate working and professional debate and reflection. 3. <u>Resource Management</u>: To manage the department's resources in an effective manner within the contexts of faculty and school policies and practices. 4. <u>Administration</u>: Within the terms of "A Teaching Profession for the 21st Century" be responsible for effective and efficient administration at department level and to contribute to effective and efficient administration at faculty and whole school levels. 5. <u>Teaching</u>: Contribute to the delivery of a quality education to all pupils in accordance with Authority and school policies.



SIGNATURES AND ADMINISTRATION ONLY		
Author's signature:	Validator's signature:	Date:
Postholder's name:	signature:	Date:
Supervisor's name:	signature:	Date:

5. DUTIES TYPICALLY INCLUDE:

5.1 Curriculum Management To manage all aspects of curriculum development and delivery within a specified subject area. To contribute to all processes at school, faculty and departmental levels to ensure the highest possible quality of learning and teaching and maximum levels of learner attainment through,

- leading and overseeing the development and delivery of all aspects of the curriculum in the subject area for which there is responsibility
- co-ordinating the identification, preparation and acquisition of a wide range of high quality learning materials
- participating in and contributing to quality assurance processes within the faculty and department and within school and Authority policies and practices
- co-ordinating and overseeing all aspects of assessment within the department including those leading to accreditation by awarding bodies e.g. SQA
- reporting to parents at departmental level
- contributing to the promotion and maintenance of positive behaviour within the department and faculty
- providing curricular advice and support for departmental staff including probationary and student teachers
- preparing the departmental development plan within the context of the faculty and whole school plans
- maintaining personal knowledge and skills through active engagement with continuing professional development (CPD).

5.2 Personnel Management To support the work and professional development of all staff within the department, supporting and contributing to collegiate working and professional debate and reflection through,

- contributing to a collegiate ethos
- contributing to team working within the department and faculty
- providing active support for departmental colleagues wishing to improve classroom practice
- participating in the recruitment of departmental staff within the policies of the authority
- co-ordinating the work of support staff who may be allocated to the department
- contributing to programmes of continuing professional development within the department and faculty.

5.3 Resource Management To manage the department's resources in an effective manner within the contexts of faculty and school policies and practices through,

- managing and monitoring departmental budgets as may be devolved by the PT (Faculty)
- consulting with departmental colleagues on the identification, acquisition and deployment of allocated resources
- ensuring resources are deployed within the department in a transparent and equitable manner
- contributing to safe working practices in all departmental teaching and other areas
- contributing to the provision of a safe, attractive and stimulating learning environment.

5.4 Administration Within the terms of “A Teaching Profession for the 21st Century” be responsible for effective and efficient administration at department level and to contribute to effective and efficient administration at faculty and whole school levels through,

- liaising with the PT (Faculty)
- liaising, as necessary, with the School Support Manager or other administrative officer to ensure the efficient management of all departmental aspects of external examinations e.g. SQA
- liaising with school support staff to ensure efficient management of allocated resources and budgets

5.5 Teaching Contribute to the delivery of a quality education to all pupils in accordance with Authority and school policies through,

- personal professional example
- providing departmental colleagues with support as required
- continuing awareness of research and other current developments and their relevance for learning and teaching in the department.

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