

JOB DESCRIPTION

Date: 8/11/2007

1. JOB IDENTITY

POST TITLE: Principal Teacher (Faculty of _____)

SECTION:

SERVICE: Education, Learning & Leisure

REPORTS TO: Depute Head Teacher

LOCATION: ___ Academy

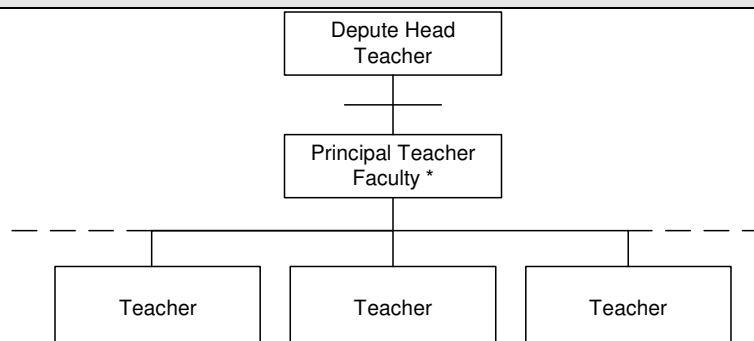
2. JOB PURPOSE AND WAY OF WORKING

- 2.1 To lead and manage a team of teaching staff within the school and within the curricular area described in section 1 (above).
- 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 all curricular areas of the faculty in an effective manner to ensure the highest possible quality of learning and teaching and maximum levels of learner attainment. Contribute to curriculum development and support at school level.
- 3.2 Personnel Management: To manage staff within the faculty effectively, actively promoting collegiate working and professional debate and reflection.
- 3.3 Resource Management: To manage the faculty's 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 at faculty and whole school levels.
- 3.5 Learning and Teaching: Contribute to the delivery of a 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 the faculty in an effective manner ensuring the highest possible quality of learning and teaching and maximum levels of pupil attainment and achievement. Contribute to curriculum development and support
- 5.1.1 Prepare and monitor the implementation of the faculty improvement plan within the context of the whole school plan
 - 5.1.2 Plan and establish the strategic direction of the curriculum at school level and within the context of the appropriate improvement plan
 - 5.1.3 Establish curricular coherence and connections between the subject components within the faculty where the faculty consists of more than one subject and contributing to curricular coherence and connections with other faculties
 - 5.1.4 Maintain the highest possible quality of learning and teaching and levels of learner achievement and attainment
 - 5.1.5 Maintain an overview of the direction, scope and pace of curriculum development across the faculty
 - 5.1.6 Take overall responsibility for all aspects of quality assurance processes across the faculty and within school and authority policies and practices
 - 5.1.7 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.
 - 5.1.8 Oversee patterns of assessment ensuring they comply with school policy and are used appropriately for formative and summative purposes and for reporting to parents
 - 5.1.9 Analyse trends in learner attainment to inform adjustments to curriculum and learning and teaching
 - 5.1.10 Contribute to the development, implementation and monitoring of relevant school policies
 - 5.1.11 Promote and implement effective links with staff providing learning, pastoral and behaviour support for learners
 - 5.1.12 Oversee and manage behaviour policies and practices at faculty level to ensure the best possible learning environment for all learners
 - 5.1.13 Provide curricular advice and support for faculty staff including probationary and student teachers
 - 5.1.14 Maintain personal professional knowledge and skills through active engagement with continuing professional development (CPD).

5.2 Personnel Management: Manage staff within the faculty as effectively as possible, actively promoting collegiate working and professional debate and reflection

5.2.1 Develop and maintain a collegiate ethos amongst all faculty 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 faculty 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 support staff who may be allocated to the faculty.

5.3 Resource Management: Manage the faculty’s resources in an effective and efficient manner and in accord with school policies

5.3.1 Manage and monitor all faculty budgets and ensure that budgets are devolved to PT (Subject) / PT (Curriculum Support) where such posts exist within a faculty, in an equitable manner

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 faculty 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 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 Ensure all teaching areas provide an attractive and stimulating learning environment

5.3.8 Take responsibility for all health and safety matters within the faculty

5.4 Administration: Within the terms of “A Teaching Profession for the 21st Century” direct and oversee effective and efficient administration at departmental and whole school levels

5.4.1 Liaise with the School Support Coordinator or other senior colleague to ensure the efficient management of all aspects of external examinations including those under the auspices of the Scottish Qualifications Authority (SQA)

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

5.4.3 Co-ordinate the work of support staff allocated to the faculty.

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