



02/07/2015

**LNCT/15/06**

**Job Profile Principal Teacher (Subject) Secondary**

Dear Colleague,

Attached is the LNCT agreed job profile for to be used in all job adverts. Any proposed change must be agreed by LNCT.

Yours sincerely

**LNCT Joint Secretaries**

Margaret Mackay (Education & Children's Services)

[Margaret.MacKay@aberdeenshire.gov.uk](mailto:Margaret.MacKay@aberdeenshire.gov.uk)

David Smith (LNCT Teachers' Panel)

[David.A.Smith@aberdeenshire.gov.uk](mailto:David.A.Smith@aberdeenshire.gov.uk)  
[aberdeenshire@eis.org.uk](mailto:aberdeenshire@eis.org.uk)



February 2015

### 1. JOB IDENTITY

<b>Post Title:</b>	Principal Teacher (Subject)	<b>Service:</b>	Education & Children's Services
<b>Section:</b>	Education	<b>Grade:</b>	In line with National SNCT agreements
<b>Reports to:</b>	Principal Teacher (Faculty) / Depute or Head Teacher		

### 2. JOB PURPOSE

- Lead and manage a team of teaching staff within the school and assigned curricular areas. Support and deliver quality education to assigned pupils and contribute to the furtherance of the school aims and values, learning, personal responsibility, respect for self and others, maximising and recognising attainment, achievement and responsible social attitudes

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation.

### 3. CORE RESPONSIBILITIES / DUTIES

- Support the work and professional development of all staff within the department, supporting and contributing to collegiate working and professional debate and reflection, providing strategic direction and guidance
- Manage the department's resources in an effective and efficient manner within the contexts of faculty and school policies and practices
- Manage and quality assure assigned curricular areas in an effective manner to ensure the highest possible quality of learning and teaching and maximum levels or learner attainment
- Contribute to the formation and implementation of school curriculum and improvement plans
- Promote learning and teaching of the highest possible quality and to maximise the attainment of all pupils
- Direct and oversee effective and efficient administration of assigned areas of work within the agreements of the Local Negotiating Committee for Teachers and the Scottish Negotiating Committee for Teachers
- Contribute to the delivery of a quality education to pupils in accordance with Aberdeenshire and school policies
- Support the health, safety and wellbeing of young people in the school
- Operate within Aberdeenshire Council's framework for Quality Assurance and Development

#### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- Full GTC Scotland registration
  - Participation in professional update
- Desirable:**
- Completion of, or working towards, postgraduate degree qualification in education, or equivalent

#### 5. EXPERIENCE

- Essential:**
- Relevant class teaching experience
  - Involvement in department curriculum development
- Desirable:**
- Principal Teacher or Acting Principal Teacher experience
  - Role in development of cross-curricular areas and whole school issues
  - Experience as a mentor / coach to other teachers / probationers

#### 6. KNOWLEDGE AND SKILLS

- Essential:**
- Knowledge of current planning, assessment and quality improvement procedures
  - Good understanding of national and local curriculum guidelines, policies and priorities
  - Self-motivated team player with a positive approach and proven success in leading collegiate working, and able to act as a role model to promote effective team working, motivating and inspiring colleagues
  - Awareness of requirements of post of Principal Teacher (Secondary) and ability to relate past experience to these
  - Able to create and support motivating learning environments and programmes of work which take account of individual pupil needs
  - Stakeholder-focussed with excellent organisational, interpersonal, communication, interviewing and negotiating skills with the ability to work to tight and competing deadlines and secure positive outcomes
  - Ability to develop innovative working practices, and delivery methods to mitigate identified pressures through balanced and decisive judgements
  - Commitment to working in partnership with parents, other Aberdeenshire Council services and outside agencies
  - Ability to respond to and manage change effectively
  - Ability to recognise, act upon and create opportunities to achieve school, Aberdeenshire Council and national objectives

- Desirable:**
- Commitment to whole school developments and the wider life of the school
  - Competent in the use of ICT, including application to learning and teaching

## 7. ADDITIONAL REQUIREMENTS

Criminal Records check for Employment	<p>This post requires one of the following checks.</p> <p><b>Basic, Standard, or Enhanced</b>  This post requires a Disclosure Check and where applicable, an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p> <p><b>PVG Children and / or Protected Adults</b>  This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p>
Driving Compliance	Not applicable to this Post.
Politically Restricted	Not applicable to this Post.
Work Smart	This position is designated as a ' <b>Fixed</b> ' post as detailed on the Worksmart website - <a href="http://worksmart.aberdeenshire.gov.uk/">http://worksmart.aberdeenshire.gov.uk/</a>