

**JOB DESCRIPTION**

<b>Job Title: Partnership Principal Teacher Primary</b>		<b>Ref No:</b>	<b>JE Ref:</b>
<b>Department: Education and Learning</b>		<b>Band: PT01</b>	<b>Location:</b>
<b>Responsible To:</b>	Headteacher		
<b>Responsible For:</b>	To be responsible for those duties allocated to the post of Principal Teacher Primary  Partnership Principal teachers will assume responsibility for all aspects of the school in the absence of the Headteacher.		
<b>Job Purpose:</b>	To be a member of the Management team of the Primary School		
<b>Main Responsibilities:</b>	The duties of a Principal Teacher are drawn from the outline duties of Principal Teacher set out in Annex B of the Agreement ‘ <i>A teaching Profession for the 21<sup>st</sup> Century</i> ’. See Appendix 1		
<b>Job Activities:</b>	<b>Leadership, management and strategic direction of colleagues</b> Within allocated areas of responsibility the post holder will: <ul style="list-style-type: none"><li>1. Be responsible for the Professional Review and Development of colleagues.</li><li>2. Be accountable for delegated budgets and effective deployment of resources.</li><li>3. Be aware of health and safety requirements and apply these as appropriate.</li><li>4. Assist with selection and recruitment of staff.</li></ul> <b>Curriculum development and quality assurance</b> Within allocated areas of responsibility the post holder will: <ul style="list-style-type: none"><li>1. Manage the development of the curriculum.</li><li>2. Monitor and evaluate learning and teaching.</li><li>3. Contribute to the management of the process of school development planning.</li><li>4. Implement and evaluate Quality Assurance procedures.</li></ul> <b>Whole school policy and implementation</b> Within allocated areas of responsibility the post holder will: <ul style="list-style-type: none"><li>1. Develop and manage the implementation of policy on learning and teaching.</li><li>2. Develop and manage the implementation of policy on pupil assessment and attainment.</li></ul> <b>Working with partners</b> Within allocated areas of responsibility the post holder will: <ul style="list-style-type: none"><li>1. Lead and / or work in a collegiate way with colleagues in the same establishment.</li><li>2. Work with colleagues in other establishments and agencies.</li><li>3. Work with parents and carers.</li></ul>		

	<b>Allocation of duties</b> Principal Teachers will work under the direction of the Head Teacher in accordance with the policies of the school and the Education Authority. The Head Teacher will determine, from the above sections, specific areas of responsibility and management duties which may vary from time to time without making significant changes to the duties of the post or the level of responsibility entailed. Such variations are a common occurrence and would not normally justify re-job sizing. As a result of such variations, it may be necessary to update this job from time to time.	
<b>Other duties</b>	In addition, Principal Teachers also have the duties and responsibilities of every teacher and a duty to carry out other such tasks and responsibilities as designated by the Head Teacher within the terms of reference of Annex B of <i>A Teaching Profession for the 21<sup>st</sup> Century</i> . All duties must be capable of being undertaken within contractual time, having regard to workload.	
<b>Performance Management</b>	<p><b><i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i></b></p> <ul style="list-style-type: none"> <li>• To manage your own performance in accordance with the General Teaching Council for Scotland's (GTCS) Professional Standards.</li> <li>• To engage with the requirements of the Professional Review and Development (PRD) requirements for teachers.</li> <li>• To manage your own performance and staff (where appropriate) in compliance with all Codes, Regulations and procedures including the GTCS Code of Conduct and Health and Safety requirements.</li> <li>• To manage risk, promote risk awareness and prioritise work in light of the risk analysis.</li> <li>• To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.</li> <li>• To take all reasonable measures to limit carbon emissions and reduce energy/resource consumption when undertaking work activities.</li> </ul>	
<b>Prepared by:</b>		<b>Date:</b>

Jan 2012 //HR