

JOB DESCRIPTION

Job Title: Principal Teacher Curriculum (English/Modern Languages and Literacy across the Curriculum)		Ref No: 7/07610	JE Ref:
Department: Education		Band: £71,694 (August 2026)	Location: Annan Academy
Responsible To:	Head Teacher		
Responsible For:	The leadership, management and strategic direction of English/Modern Languages and Literacy across the Curriculum.		
Job Purpose:	To provide leadership, management and strategic direction of colleagues in the faculty, managing and co-ordinating the development of the curriculum and maximising attainment in these areas as well as monitoring, evaluating and reporting on the quality of learning and teaching. The Principal Teacher will also contribute to whole school policy development and implementation and also work in partnership with colleagues, parents and specialist agencies. The person will lead the faculty and ensure that there is effective learning and teaching. This will include pace, challenge, enjoyment, active learning, group work and personalisation and choice. To work with cluster primary colleagues to ensure clear lines of progression in the faculty.		
Main Responsibilities:	The post holder will have the following responsibilities: Responsibility for Leadership, Good Management and Strategic Direction of Colleagues in English and Modern Languages • demonstrating professional competence and a commitment to teaching and the wider life of the school • motivating the members of the faculty by leading with enthusiasm and drive • establishing, monitoring and evaluating the aims, strategic direction and priorities of the faculty • direct line management responsibility for teaching staff (including managing timetables) to provide maximum benefit for the pupils whilst providing job satisfaction for each member of staff in the team • participating in the selection and recruitment of staff • providing guidance, support and advice on learning and teaching to members of the faculty • arrange and lead regular team meetings • accountability for a budget • producing and maintaining a faculty handbook • welfare of members of the Teaching Team and general health and safety issues • responsible for purchase, management and maintenance of resources within the faculty Responsibility for Curriculum Development and Quality Assurance • a commitment to consistently high standards of learning and teaching throughout the school • encouraging collaboration with colleagues within and outwith the faculty to develop Interdisciplinary learning, opportunities for personal achievement, skills for life, learning and work and the senior phase		

- lead the ongoing development of a Broad General Education in the faculty which clearly links to Outcomes and Experiences, Significant Aspects of Learning and skills development
- a commitment to pace and challenge for all courses and students
- setting and maintaining high standards of work and expectations of all pupils
- ensuring that realistic targets are set and monitored for all pupils taught in the faculty
- ensuring that there is appropriate use of praise in the faculty and that pupil achievements are properly recognised
- responsibility to review the CPD needs, career development and performance of teachers in the faculty
- planning change within the faculty by co-ordinating the annual Faculty Improvement Plan
- managing and co-ordinating the development of the curriculum (including formative and summative assessment, literacy, numeracy and health and wellbeing and reporting) within the faculty
- managing the development of a range of effective teaching methodologies within the faculty
- monitoring, evaluating and reporting on the quality of learning and teaching within the Teaching Team. This will include class observation, monitoring of pupil work, monitoring of assessments and reports, review of SQA results, pupil tracking and producing an annual Standards & Quality Report for the team
- planning whole school change by contributing to the School Improvement Plan

Responsibility for Whole School Policy and Implementation

- leading a whole school responsibility for Literacy
- contributing to aspects of the School Improvement Plan by serving on (or chairing) school working groups or committees
- managing the implementation of whole school policies and procedures
- whole school responsibilities for pupil behaviour management, including ensuring good order of school environment throughout the school day including intervals and lunchtime
- supporting members of the faculty team in managing classroom behaviour issues
- responsibility for ensuring the implementation of whole school policy, procedures and practices
- supporting the acknowledgement of pupil achievement through praise, awards and displays of pupil work
- setting and maintaining high standards of work and expectations for all pupils
- liaison with pupil support staff and SMT on matters of pupil progress, tracking, attendance and reporting
- liaison with pupil support staff and SMT on the specific support needs of pupils to provide maximum access to the curriculum

Responsibility for supporting pupils

This involves implementation of whole school policies dealing with pupil progress, pastoral care, pupil behaviour and pupil welfare. To include:

- Liaison with staff on matters of pupil progress, tracking, attendance records and reporting
- Liaison with Additional Needs staff on matters affecting the support needs of pupils including ESOL
- Planning, implementing and evaluating strategies and procedures

	for promoting good order throughout the school • Setting and maintaining standards of behaviour within the faculty • Supporting members of the teaching team with in class behaviour issues After consultation between the Headteacher and the post holder, the latter will have responsibility for undertaking any other duties consistent with the general purpose and specific responsibilities of the post. Responsibility for Working with Partners This involves working in partnership with colleagues, parents, specialist agencies and staff in other schools as appropriate • Liaison with staff associated with primary schools, in relation to raising attainment in the faculty and smooth curricular transition • Working with parents on issues related to the progress of their children • Working with staff from other agencies • Working with officers of the Council and with the wider community • Working with partners to take forward the faculty	
Job Activities:	Please see above	
Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • 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. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:		Date: February 2017

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