

JOB DESCRIPTION

Job Title: Principal Teacher - Additional Support for Learning		Ref No: 7/12149	JE Ref:
Department: Education	Band: PT 03	Location:	
Responsible To:	Head Teacher		
Responsible For:	To be responsible for those duties allocated to the post of Principal Teacher ASfL		
Job Purpose:	To be a member of the Management team of the Primary School To meet the learning needs of children in the primary learning centre through identification, planning and delivery of a differentiated curriculum.		
Main Responsibilities:	The duties of a Principal Teacher are drawn from the outline duties of Principal Teacher set out in Annex B of the Agreement 'A Teaching Profession for the 21 st Century'. See Appendix 1		
Job Activities:	Within allocated areas of responsibility the post holder will: 1. Be responsible for the Professional Review and Development of colleagues. 2. Be accountable for delegated budgets and effective deployment of resources. 3. Be aware of health and safety requirements and apply these as appropriate. 4. Assist with selection and recruitment of staff. 5. Manage the development of the curriculum. 6. Monitor and evaluate learning and teaching. 7. Contribute to the management of the process of school improvement planning 8. Implement and evaluate Quality Assurance procedures. 9. Develop and manage the implementation of policy on learning and teaching. 10. Develop and manage the implementation of policy on pupil assessment and attainment. 11. Lead and / or work in a collegiate way with colleagues in the same establishment. 12. Work with colleagues in other establishments and agencies. 13. Work with parents and carers 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. 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 A Teaching Profession for the 21st Century. All duties must be capable of being undertaken within contractual time, having regard to workload.		

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:

Jan 2012 //HR