

JOB DESCRIPTION - CHILDREN AND FAMILIES SERVICE

IDENTIFICATION

Post Title:	Principal Teacher of Guidance	
Section:	Secondary	Job Sizing Points
Responsible to:	Head Teacher/Depute Head Teacher	
Responsible for:		

JOB PURPOSE

In addition to the responsibilities of a Teacher, the Principal Teacher of Guidance has delegated management responsibility within a defined area of the school and for a specific group of pupils. The school development plan provides the main, but not exclusive, context within which this responsibility will be exercised.

PRINCIPAL WORKING CONTACTS

Senior staff in and outwith the school at Authority level
Teaching Staff
Support Staff
Human Resources Staff
Finance Staff
Support Services e.g. psychology, SCSS, Children's Services
Outside Agencies
Parents/Carers
Pupils

MAIN DUTIES

The bullet points expanding the main headings are illustrative. They are not prescriptive or exhaustive

Subject to the policies and practice of the School and the Council, the duties of principal teachers are, in addition to any duties of a teacher that may apply, to:

Lead, manage and support the work of colleagues providing strategic direction and guidance as necessary;

To include:-

- managing, developing and implementing national, education authority and school priorities
- responsibility for continuous improvement and management of change
- participating in the development of school aims and policies
- production and management of action plans
- systematic monitoring of progress towards targets in development plans
- managing the budget allocated to the area of responsibility
- keeping abreast of, implementing and developing current learning and teaching strategies
- completing all returns timeously and accurately

- responsibility for development of positive attitudes and personal and social skills in pupils
- preparation of pupils for choice in education, training or employment
- ensuring the accuracy and relevance of information and advice to pupils promoting the value of the wider curriculum

Where required, lead, implement and manage whole school policies including, where appropriate, guidance, pastoral care and behaviour support.

To include:-

- promoting positive behaviour
- fulfilling the pastoral function designated in the school's discipline referral procedures
- operating agreed policies and procedures to support and protect pupils
- **Contribute to the development of school policy in relation to the behaviour management of pupils;**

Assisting in the management, deployment and development of guidance staff

To include:-

- review and support professional needs, and performance of colleagues through continuous professional development.
- developing and maintaining effective liaison with all staff, teaching and support, involved in the support of individual pupils
- managing and supporting register teachers

Implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare

To include:-

- supporting pupils to develop their own learning plans and to set realistic targets
- systematic tracking of pupil progress
- promoting positive pupil attitudes to achievement, standards and attendance
- maintaining a comprehensive profile of pupil aptitudes, progress and attainment
- promoting an ethos of inclusion

Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate

To include:-

- maintaining effective links with statutory and voluntary agencies
- preparing reports as required
- effective communication with parents
- supporting special events such as careers conventions, drug awareness events and parent information evenings
- attending meetings as appropriate/required
- monitoring educational maintenance allowances

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over

time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Principal Teacher Guidance

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	GTCS registered (secondary) Basic guidance/pupil support training, or equivalent	Award bearing courses related to pupil support/ support for learners	Application form
RELEVANT WORK/OTHER EXPERIENCE	Evidence of wide knowledge of curriculum development in Scotland Sound knowledge of and participation in curriculum developments Demonstrate knowledge of Curriculum for Excellence Evidence of appropriate professional learning in a range of areas	Evidence of participation in local or national initiatives or working groups Evidence of professional leaning in leadership	Application form/ Interview
PARTICULAR SKILLS/ABILITIES	Good organisational skills Good communication skills (oral and written) Good interpersonal skills Ability to take initiative	Evidence of knowledge of Further and Higher Education Knowledge of work/career choices	Interview/ Reference/ Application form
PERSONAL QUALITIES	Positive and caring approach and commitment to young people and staff Enthusiastic, tactful, discreet, tolerant, sensitive and supportive Relates well to others (pupils, parents, staff, etc)		Interview
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Willingness to keep up to date and learn Willingness to work as a team member Evidence of full participation in the life of the school Willingness to undertake curriculum/ personal development Member of PVG Scheme or willingness to become a		Interview/ Application Form

	member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update Roman Catholic approval is required for posts in RC schools		
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