

Job Descriptors and Person Specification For Principal Teacher Posts

1 Introduction

As defined in *A Teaching Profession for the 21st Century* the list duties of principal teachers is shown below. There is considerable overlap in the range of duties described and the authority is suggesting these can be collapsed into 6 broader areas of activity which are outlined in the table opposite.

- (a) Responsibility for the leadership, good management and strategic direction of colleagues.
- (b) Curriculum development and quality assurance.
- (c) Contributing to the development of school policy in relation to behaviour management of pupils.
- (d) The management and guidance of colleagues.
- (e) Reviewing the CPD needs, career development and performance of colleagues.
- (f) The provision of advice, support and guidance to colleagues.
- (g) Responsibility for the leadership, good management and strategic direction of pastoral care within the school.
- (h) The development of school policy for the behaviour management of pupils.
- (i) Assisting in the management, deployment and development of pastoral care staff.
- (j) Implementation of whole school policies dealing with guidance issues, pastoral care, assessment and pupil welfare working in partnership with colleagues, parents and other specialist agencies and staff in other schools as appropriate.
- (k) Working in partnership with colleagues, parents, other specialist agencies and staff in other schools as appropriate.

2 Duties of Principal Teachers as defined by Glasgow City Council

1	Team Leadership	a, d, f, g, i
2	Teaching and Learning	b
3	Quality assurance and school improvement	b, e
4	Contribution to positive school ethos	c, h
5	Implementation of pupil support policies	g, i, j
6	Partnership working	k

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*. The remainder of this document contains more specific descriptors together with a generic person specification.

DUTIES AND RESPONSIBILITIES OF PRINCIPAL TEACHERS

Principal Teacher (Curriculum)

Key area	General responsibilities and duties
Team Leadership	<ul style="list-style-type: none"> Responsibility for the leadership, good management and strategic direction of a team of staff.
Teaching and learning	<ul style="list-style-type: none"> Responsibility for leading the development and delivery of a curricular programme which may include subjects from more than one subject area, or have a wider school focus.
Quality Assurance and School Improvement	<ul style="list-style-type: none"> Contribute to the development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement. Responsibility for implementation of policies within the staff team
Contribution to Positive School Ethos	<ul style="list-style-type: none"> Contribute to and promote the development of a positive school ethos. Contribute to the development, promotion and implementation of school policy and procedures in relation to Behaviour Management.
Implementation of Pupil Support Strategies	<ul style="list-style-type: none"> Contribute to the development, promotion of, and implementation of school policy and procedures in relation to arrangements for supporting pupils.
Partnership Working	<ul style="list-style-type: none"> Promote partnership working with professional and support staff, parents, and appropriate agencies.

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*.

DUTIES AND RESPONSIBILITIES OF PRINCIPAL TEACHERS

Principal Teacher (Pastoral Care)

Key area	General responsibilities and duties
Team Leadership	<ul style="list-style-type: none"> Responsibility for the leadership, good management and strategic direction of a team of Student Tutors and other staff as appropriate.
Teaching and learning	<ul style="list-style-type: none"> Responsibility for the development and delivery of a programme of Personal and Social Education, which supports the personal, social, curricular and vocational aspects of the Pastoral Care Standard. Responsibility for the development and delivery of a curricular programmes that have a wider school focus.
Quality Assurance and School Improvement	<ul style="list-style-type: none"> Contribute to the development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement. Responsibility for implementation of policies within the staff team
Contribution to Positive School Ethos	<ul style="list-style-type: none"> Contribute to and promote the development of a positive school ethos. Contribute to the development, promotion and implementation of school policy and procedures in relation to Behaviour Management.
Implementation of Pupil Support Strategies	<ul style="list-style-type: none"> Contribute to the development, promotion of, and implementation of school policy and procedures in relation to arrangements for Pastoral Care, including delivery of the Pastoral Care Standard and an integrated Pupil Support Team.
Partnership Working	<ul style="list-style-type: none"> Promote partnership working with professional and support staff, parents, and appropriate agencies.

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*.

DUTIES AND RESPONSIBILITIES OF PRINCIPAL TEACHERS

Principal Teacher (Primary)

Key area	General responsibilities and duties
Team Leadership	<ul style="list-style-type: none"> Responsibility for the leadership, good management and strategic direction of a team of staff responsible for supporting the learning and pastoral care of pupils
Teaching and learning	<ul style="list-style-type: none"> Responsibility for leading the development and delivery of a curricular, learning support or pastoral care programme suitable to meet the needs of all pupils.
Quality Assurance and School Improvement	<ul style="list-style-type: none"> Contribute to the development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement. Responsible for implementation of policies within area of responsibility
Contribution to Positive School Ethos	<ul style="list-style-type: none"> Contribute to and promote the development of a positive school ethos. Contribute to the development, promotion and implementation of school policy and procedures in relation to Behaviour Management.
Implementation of Pupil Support Strategies	<ul style="list-style-type: none"> Contribute to the development, promotion of, and implementation of school policy and procedures in relation to arrangements for supporting pupils.
Partnership Working	<ul style="list-style-type: none"> Promote partnership working with professional and support staff, parents, and appropriate agencies.

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*.

DUTIES AND RESPONSIBILITIES OF PRINCIPAL TEACHERS

Support for Learning

Key area	General responsibilities and duties
Team Leadership	<ul style="list-style-type: none"> Responsibility for the leadership, good management and strategic direction of a team of staff responsible for supporting the learning and behaviour of vulnerable pupils.
Teaching and learning	<ul style="list-style-type: none"> Responsibility for leading the development and delivery of a curricular programme suitable to meet the needs of vulnerable pupils requiring learning or behaviour support. Contribute to the strategies developed by the school to meet the needs of able pupils
Quality Assurance and School Improvement	<ul style="list-style-type: none"> Contribute to the development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement. Responsible for implementation of policies within area of responsibility
Contribution to Positive School Ethos	<ul style="list-style-type: none"> Contribute to and promote the development of a positive school ethos. Contribute to the development, promotion and implementation of school policy and procedures in relation to Behaviour Management.
Implementation of Pupil Support Strategies	<ul style="list-style-type: none"> Contribute to the development, promotion of, and implementation of school policy and procedures in relation to arrangements for supporting pupils.
Partnership Working	<ul style="list-style-type: none"> Promote partnership working with professional and support staff, parents, and appropriate agencies.

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*.

STANDARD PERSON SPECIFICATION FOR POST OF PRINCIPAL TEACHER

Skills	Selection Criteria	Attributes	
		Essential	Desirable
Career profile	Qualifications	As required by General Teaching Council of Scotland	Post graduate qualifications where appropriate (Eg in Guidance or support for learning)
	Previous Experience	Substantive post holder at APT or ST. (For ring fenced posts)	Previous experience in a post at PT level where appropriate.
	Professional Development	Evidence of recent involvement in appropriate professional development including management and leadership	Evidence of breadth of involvement in key issues relevant to the post (eg curriculum or pupil support). Completion of project leadership or similar development programme.
Professional skills	Team Leadership	Ability to lead, manage and give strategic direction to teams of staff.	Has led teams in organising events or has chaired groups, committees or working parties.
	Teaching and learning	Knowledge of current education developments. Ability to lead the development and delivery of a curricular, personal and Social Education or pupil support programme(s) as appropriate.	
	Quality Assurance and School Improvement	Ability to contribute to the development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement.	Ability to lead development, promotion and implementation of the school's arrangements for Quality Assurance and School Improvement.
	Contribution to Positive School Ethos	Ability to contribute to <ul style="list-style-type: none"> ■ the promotion and development of a positive school ethos ■ the development, promotion and implementation of school policy and procedures in relation to the Behaviour Management. Ability and willingness to contribute to the wider aspects of school life.	Ability to lead <ul style="list-style-type: none"> ■ the promotion and development of a positive school ethos ■ the development, promotion and implementation of school policy and procedures in relation to the Behaviour Management.
	Implementation of Pupil Support Strategies	Ability to contribute to the development, promotion, and implementation of school policy and procedures.	Ability to lead the development, promotion, and implementation of school policy and procedures.
	Partnership Working	Ability to promote partnership working with staff, parents, and appropriate agencies.	Has been actively involved in partnership working with other professional staff, support staff and parents.

STANDARD PERSON SPECIFICATION FOR POST OF PRINCIPAL TEACHER

Skills	Selection Criteria	Attributes	
		Essential	Desirable
Personal Skills	Implementation of Change	Ability to <ul style="list-style-type: none"> ■ create and maintain a positive atmosphere ■ confront difficult issues and handle conflict ■ use negotiation as a means of making progress. ■ adopt a variety of approaches to resolving problems 	Ability to think creatively, be innovative and good at setting up new initiatives.
	Inspiring and Motivating Others	Ability to <ul style="list-style-type: none"> ■ support, praise and encourage others ■ build confidence in others and encourage participation 	
	Communication	Ability to communicate through a variety of media.	
	Team Working	Ability to <ul style="list-style-type: none"> ■ recognise skills and talents in individuals. ■ delegate tasks and empower individuals. ■ value the views and feelings of others and take them into account. 	
	Strategic Thinking	Ability to <ul style="list-style-type: none"> ■ have a clear vision ■ recognise and use opportunities ■ be flexible and open to new ideas 	
	Judgement	Ability to exercise good judgement by <ul style="list-style-type: none"> ■ using information to guide judgement and decision making ■ analysing risks effectively. 	
Others	Commitment to Council Policy	Have a good knowledge of the main policies relating to education	



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This Policy has been agreed by the Glasgow LNCT and approved by the Education Services Committee