



**City of Edinburgh Council
Job Profile**

DEPARTMENT: Children and Families
SECTION: Schools
POST: Principal Teacher
RESPONSIBLE TO: Head Teacher

MAJOR TASKS/JOB ACTIVITIES:

Subject to the policies of the school and the education authority the duties of teachers, promoted and unpromoted, are to perform such tasks as the Head Teacher shall direct having reasonable regard to overall teacher workload related to the following categories:-

Teaching assigned classes together with associated preparation and correction.

Developing the school curriculum.

Assessing, recording and reporting on the work of pupils.

Preparing pupils for examinations and assisting with their administration.

Providing advice and guidance to pupils on issues related to their education.

Promoting and safeguarding the health, welfare and safety of pupils.

Working in partnership with parents, support staff and other professionals.

Undertaking appropriate and agreed continuing professional development.

Participating in issues related to school planning, raising achievement and individual review.

Contributing towards good order and the wider needs of the school.

Principal Teacher (Curriculum/Pastoral)

Responsibility for the leadership, good management and strategic direction of colleagues.

Curriculum development and quality assurance.

Contributing to the development of school policy in relation to the behaviour management of pupils.

The management and guidance of colleagues.

Reviewing the CPD needs, career development and performance of colleagues.

The provision of advice, support and guidance to colleagues.

Responsibility for the leadership, good management and strategic direction of pastoral care within the school.

The development of school policy for the behaviour management of pupils.

Assisting in the management, deployment and development of pastoral care staff.

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

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

Outline of duties is taken from Annex B; 'Outline of Teacher Duties'.

ADDITIONAL INFORMATION:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

Teachers are responsible for seeking approval of the Bishop of a Diocese for appointment to any post in a Catholic School in that area. For details on how to seek approval please go to <http://www.sces.uk.com/pages/approval.html>

LEAVE:

In accordance with the Teachers Conditions of Service the City of Edinburgh Council applies the provisions set out in the Handbook to calculate leave entitlement for anyone joining the Council after the start of the academic year. This calculation will reflect the pro-rated leave entitlement to the end of the academic year.

For permanent teachers and instructors this will then be converted into the monetary value and an adjustment made to your salary will be averaged over the remaining academic salary pay periods. This amount will be notified to the successful candidate in their Statement of Particulars.

For temporary teachers and instructors the recalculation of leave will be carried out at the end of your temporary contract and any adjustment will be made to your final salary.

A similar recalculation of leave will also be made if you change your hours at any time after the start of the academic year.

EMPLOYEE SPECIFICATION:

Principal Teacher	Essential	Desirable
Experience	<p>Successful teaching experience</p> <p>Experience of active and successful participation in the work of the school</p>	<p>Previous supervisory / management experience</p> <p>Already have successfully undertaken at least some of the responsibilities associated with the post of Principal Teacher</p> <p>Acting PT experience</p> <p>Successful experience of contributing to school/ departmental development planning and policy implementation</p>
Knowledge, Skills and Understanding	<p>Ability to motivate and lead a team</p> <p>Ability to deliver staff training and development</p> <p>Be able to develop (and contribute to) curriculum policy development</p>	<p>Ability to provide leadership and develop leadership in others</p> <p>Evidence of effective management skills</p>
Qualifications and Training	Appointment subject to current GTCS Registration	<p>Post-graduate qualification / relevant additional training</p> <p>Attendance at management and other courses</p>

<p>Job Specific Requirements</p>	<p>Evidence of a high level of planning and organisational skills</p> <p>Ability to set standards and expectations which challenge and inspire both staff and pupils to high achievement</p> <p>Ability to foster a positive school ethos and develop effective links with parents, other agencies, schools and the wider community</p> <p>Demonstrate strategic thinking and the ability to negotiate</p> <p>Effective contribution to the 'wider life' of the school</p>	<p>Successful contribution to whole school development</p> <p>Ability to translate policy into effective practice</p>
<p>Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.</p>		