



## **Care and Learning Service**

### **Highland Local Negotiating Committee for Teachers**

**LNCT Agreement no. 2  
(Revised June 2018)**

**Generic PT Remit**

**THE HIGHLAND COUNCIL – CARE AND LEARNING SERVICE  
JOB SPECIFICATION**

<b>Post</b>	Principal Teacher (Secondary)
<b>Salary</b>	Salary will be determined by applying the job sizing toolkit as agreed by SNCT
<b>Location</b>	
<b>Responsible to</b>	Head Teacher
<b>Duties of the post</b>	The duties of a Principal Teacher are drawn from the outline duties for Principal Teacher set out in the SNCT Handbook – Part 2 Section 2. See Appendix 1
<b>Leadership, management and strategic direction of colleagues</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Have direct line management responsibility for teaching / pastoral care / support staff.</li> <li>2. Be responsible for the Professional Review and Development of colleagues.</li> <li>3. Be accountable for delegated budgets and effective deployment of resources.</li> <li>4. Be aware of health and safety requirements and apply these as appropriate.</li> <li>5. Assist with selection and recruitment of staff.</li> </ol>
<b>Curriculum development and quality assurance</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Manage the development of the curriculum.</li> <li>2. Monitor and evaluate learning, teaching and assessment.</li> <li>3. Contribute to the management of the process of school development planning.</li> <li>4. Implement and evaluate Quality Assurance procedures.</li> </ol>
<b>Whole school policy and implementation</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Develop and manage the implementation of policy on learning and teaching.</li> <li>2. Develop and manage the implementation of policy on pupil assessment and attainment.</li> <li>3. Develop and manage the implementation of policy on behaviour management.</li> </ol>
<b>Working with partners</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Work in a collegiate way with colleagues in the same establishment.</li> <li>2. Work with colleagues in other establishments and agencies.</li> <li>3. Work with parents and carers.</li> </ol>
<b>Allocation of duties</b>	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 specification from time to time. If, following consultation and discussion with the Head Teacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's grievance procedures.
<b>Other duties</b>	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 the SNCT Handbook – Part 2 Section 2. All duties must be capable of being undertaken within contractual time, having regard to workload.
<b>Date</b>	26 February 2004

**Specific Duties****Teachers / Chartered Teachers**

2.8 Subject to the policies and practice of the school and the Council, the duties of teachers are to:

- (a) manage and organise classes through planning and preparing for teaching and learning.
- (b) assess, record and report on the work of pupils' progress to inform a range of teaching and learning approaches
- (c) prepare pupils for examinations and where required, assist with their administration.
- (d) contribute towards good order and the wider needs of the school
- (e) develop the school curriculum
- (f) contribute to the school and council planning and improvement processes.
- (g) maintain and develop knowledge and skills and contribute to the professional development of colleagues including probationary and student teachers.

**Principal Teachers**

2.10 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:

- (a) lead, manage and support the work of colleagues providing strategic direction and guidance as necessary;
- (b) lead curriculum development and quality assurance;
- (c) contribute to the development of school policy in relation to the behaviour management of pupils;
- (d) review and support professional needs, and performance of colleagues through continuous professional development. ;
- (e) where required, lead, implement and manage whole school policies including, where appropriate, guidance, pastoral care and behaviour support.

**THE HIGHLAND COUNCIL – CARE AND LEARNING SERVICE  
JOB SPECIFICATION**

<b>Post</b>	Principal Teacher (Primary)
<b>Salary</b>	Salary will be determined by applying the job sizing toolkit as agreed by SNCT
<b>Location</b>	
<b>Responsible to</b>	Head Teacher
<b>Duties of the post</b>	The duties of a Principal Teacher are drawn from the outline duties for Principal Teacher set out in the SNCT Handbook – Part 2 Section 2. See Appendix 1
<b>Leadership, management and strategic direction of colleagues</b>	<b>Within allocated areas of responsibility the post holder will assist with:</b> <ol style="list-style-type: none"> <li>1. Direct line management responsibility for teaching / pastoral care / support staff.</li> <li>2. Professional Review and Development of colleagues.</li> <li>3. Delegated budgets and effective deployment of resources.</li> <li>4. Awareness of health and safety requirements and apply these as appropriate.</li> <li>5. Selection and recruitment of staff.</li> </ol>
<b>Curriculum development and quality assurance</b>	<b>Within allocated areas of responsibility the post holder will assist with:</b> <ol style="list-style-type: none"> <li>1. Development of the curriculum.</li> <li>2. Monitoring and evaluating learning and teaching.</li> <li>3. Contributing to the management of the process of school development planning.</li> <li>4. Implementing and evaluating Quality Assurance procedures.</li> </ol>
<b>Whole school policy and implementation</b>	<b>Within allocated areas of responsibility the post holder will assist with:</b> <ol style="list-style-type: none"> <li>1. Developing and managing the implementation of policy on learning and teaching.</li> <li>2. Developing and managing the implementation of policy on pupil assessment and attainment.</li> <li>3. Developing and managing the implementation of policy on pastoral care, pupil welfare and support.</li> <li>4. Developing and managing the implementation of policy on behaviour management.</li> </ol>
<b>Working with partners</b>	<b>Within allocated areas of responsibility the post holder will:</b> <ol style="list-style-type: none"> <li>1. Work in a collegiate way with colleagues in the same establishment.</li> <li>2. Work with colleagues in other establishments and agencies.</li> <li>3. Work with parents and carers.</li> </ol>
<b>Allocation of duties</b>	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 specification from time to time. If, following consultation and discussion with the Head Teacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's grievance procedures.
<b>Other duties</b>	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 the SNCT Handbook – Part 2 Section 2. All duties must be capable of being undertaken within contractual time, having regard to workload.
<b>Date</b>	

**THE HIGHLAND COUNCIL – CARE AND LEARNING SERVICE  
JOB SPECIFICATION**

<b>Post</b>	Principal Teacher Primary (Cluster / 3-18 Grouping)
<b>Salary</b>	Salary will be determined by applying the job sizing toolkit as agreed by SNCT
<b>Location</b>	
<b>Responsible to</b>	Head Teacher
<b>Duties of the post</b>	The duties of a Principal Teacher are drawn from the outline duties for Principal Teacher set out in the SNCT Handbook – Part 2 Section 2.
<b>Leadership, management and strategic direction of colleagues</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Have direct line management responsibility for teaching and/or support staff</li> <li>2. Be responsible for the Professional Review and Development of colleagues whom they line manage</li> <li>3. Be accountable for delegated budgets and effective deployment of resources</li> <li>4. Be aware of health and safety requirements and apply these as appropriate.</li> <li>5. Assist with selection and recruitment of staff.</li> </ol>
<b>Curriculum development and quality assurance</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Manage the development of the curriculum.</li> <li>2. Monitor and evaluate learning, teaching and assessment.</li> <li>3. Contribute to the management of the process of school improvement planning.</li> <li>4. Implement and evaluate Quality Assurance procedures.</li> </ol>
<b>Whole school policy and implementation</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Develop and manage the implementation of policy on learning and teaching.</li> <li>2. Develop and manage the implementation of policy on pupil assessment and attainment.</li> <li>3. Develop and manage the implementation of policy on pastoral care, pupil welfare and support.</li> <li>4. Develop and manage the implementation of policy on behaviour management.</li> </ol>
<b>Working with partners</b>	<p><b>Within allocated areas of responsibility the post holder will:</b></p> <ol style="list-style-type: none"> <li>1. Work in a collegiate way with colleagues in the same establishment.</li> <li>2. Work with colleagues in other establishments and agencies.</li> <li>3. Work with parents and carers.</li> </ol>
<b>Allocation of duties</b>	<p>The Head Teacher will retain responsibility for the following areas which may not be delegated to the Principal Teacher:</p> <ul style="list-style-type: none"> <li>• Parental complaints</li> <li>• Overall responsibility for site management eg school closures</li> <li>• Exclusions</li> <li>• Overall responsibility for school improvement plan</li> <li>• Overall responsibility for school handbook</li> <li>• Overall responsibility for whole school policy</li> </ul> <p>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 specification from time to time. Any substantial amendment to the agreed delegated areas of responsibility would be made in agreement with LNCT. If, following consultation and discussion with the Head Teacher, the post holder is dissatisfied with any such variations, the post holder has the right to pursue the matter via the Council's grievance procedures.</p>
<b>Other duties</b>	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 the SNCT Handbook – Part 2 Section 2. All duties must be capable of being undertaken within contractual time, having regard to workload.
<b>Date</b>	February 2017

## Principal Teacher Primary (Cluster/3-18 Grouping) – Guidance Note

The post holder will not be part of the Senior Management Team and will not formally deputise for the Head Teacher. He or she will however be the promoted member of staff on site.

The duties and responsibilities of a Principal Teacher Primary (Cluster/3-18 Grouping) will be quite distinct from a Head Teacher or Depute Head Teacher. The post holder will work with the Head Teacher and/or Depute Head Teacher to promote collegiate working across the cluster or 3-18 grouping (primary).

The post will be paid on scale point 2 of the Principal Teacher scale and will have 0.2 fte management time. The Head Teacher will ensure management responsibilities contained in the job specification are capable of being carried out within the allocated 0.2 management time.

The remit of the post will be agreed by the Head Teacher and will be detailed in the job specification at the time of job sizing. Allocated areas of responsibility could include –

- lead and manage allocated staff
- assist with recruitment of staff
- manage and quality assure allocated curricular areas such as numeracy or literacy across the cluster/3-18 grouping
- manage assigned resources in accordance with school policy

Signed on behalf of the Council

Signed on behalf of the Teachers' Side

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Name                    Bill Alexander

Name                    Alistair Bell

Designation            Joint Secretary LNCT

Designation            Joint Secretary LNCT

Date                    21 June 2018

Date                    21 June 2018