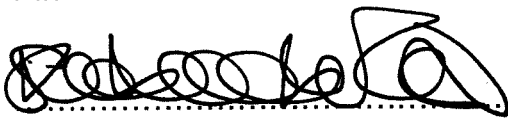


PERTH AND KINROSS COUNCIL
JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF
LOCAL AGREEMENT
“Bespoke Principal Teacher Job Profiles”

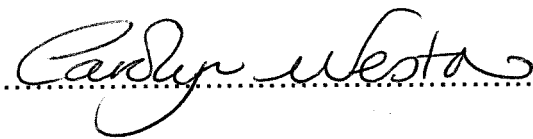
In terms of the Local Recognition and Procedure Agreement, it is accepted by all signatories acting on behalf of the Council and the recognised unions that this agreement is a binding local agreement effective from 20 June 2017. This supersedes relevant provisions within the National Agreement and constitutes a formal amendment to the terms and conditions of employment for teaching employees within Perth & Kinross Council.

Sheena Devlin (Director of Education & Children’s Services), on behalf of Perth & Kinross Council.



.....

Carolyn Weston (EIS), on behalf of the Teachers’ Trade Unions



.....

PERTH AND KINROSS COUNCIL

JOINT NEGOTIATING COMMITTEE FOR TEACHING STAFF

Tuesday 20 June 2017

BESPOKE PRINCIPAL TEACHERS' JOB PROFILES

Report by Corporate Human Resources Manager

PURPOSE OF REPORT

This report presents four Principal Teacher job profiles for approval which have been developed and deviate from the generic profile which forms part of the SNCT handbook.

1 BACKGROUND

- 1.1 Four new Principal Teachers' job profiles have been developed as a result of additional funding and to ensure that the needs of the Service can be met.
- 1.2 The new job profiles, which can be found in Appendix 1, are:
- Principal Teacher, School Improvement (Family Learning & Engagement)
 - Principal Teacher, School Improvement (Leadership of Learning)
 - Principal Teacher - Early Years' Family Engagement Coordinator
 - Principal Teacher of Guidance – Developing Scotland's Young Work Force
- 1.3 The job profiles have been subject to job sizing and all have been job sized as PT1.

2 CONSULTATION

- 2.1 The Teachers' Trade Unions, as part of the Job Sizing process, have been consulted in preparation of the new Principal Teachers' job profiles.

3 CONCLUSION AND RECOMMENDATION

- 3.1 This report presents four bespoke job profiles for Principal Teachers which would be implemented with immediate effect.

Perth & Kinross Council

Job Profile

Job Title	Principal Teacher, School Improvement (Family Learning & Engagement)
Service	Education & Children's Services
Grade & Salary	Principal Teacher - PT1
Location	Perth Academy
Reports to	Head Teacher
Responsible for	n/a

Job Purpose

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 main accountabilities listed below:

Main Accountabilities (subject to change)

- Working closely with DHT (Support), taking responsibility for the leadership, good management and strategic direction of family learning within Perth Academy.
- Develop creative approaches to engage families in learning which can support positive outcomes for all young people, promoting equity, fairness and diversity.
- Develop a learning programme for children and their parents which lead to achievement and progress in student learning and develop the ability of parents and families to support this progress. The focus of these programmes will be literacy, numeracy and/or wellbeing.
- Develop and facilitate the delivery of programmes which aim to engage learners and their families and to improve their learning, achievement and life chances of those young people who experience particular challenges and barriers such as the impact of poverty.
- Ensure that the strategic direction of Family learning programmes within Perth Academy are responsive to need.
- Improve, monitor and evidence parental engagement at Perth Academy
- Monitor participation in family learning courses robustly to highlight trends and inform early intervention

- You must be able to demonstrate well developed interpersonal skills.
- You must be able to demonstrate effective time management
- You must be able to communicate effectively both orally and in writing.
- You must be able to communicate and collaborate effectively with colleagues and parents.

Flexibility

- Ideally you will have experience of involvement in extra-curricular activities.
- Ideally you will be able to lead an after school activity.
- You will be able to demonstrate your contribution to whole school initiatives and strategies

Achievement of Results

- You must show a readiness to reflect upon and evaluate own professional progress

Quality

- You must be willing to develop subject specialism
- You must be able to plan and present a coherent teaching programme.

Team Working

- You must be able to demonstrate the ability to manage and provide advice and support to colleagues
- Ideally you will be able to work in partnership with colleagues, parents and others as appropriate.

Decision Making & Problem Solving

- You must be able to demonstrate the ability to resolve challenging situations involving work colleagues.
- You must be able to work both under own initiative and as a member of a team

Any Additional Requirements

- Ideally you will have a commitment to continuing professional development

Perth & Kinross Council

Job Profile

Job Title	Principal Teacher, School Improvement (Leadership of Learning)
Service	Education & Children's Services
Grade & Salary	Principal Teacher -PT1
Location	Perth Academy
Reports to	Head Teacher
Responsible for	n/a

Job Purpose

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 main accountabilities listed below:

Main Accountabilities (subject to change)

- Working closely with DHT (Improvement), taking responsibility for the leadership, good management and strategic direction of leadership of learning within Perth Academy.
- The development of a culture which helps to create the conditions for staff to undertake leadership roles which focus on leading learning and have a positive impact on learners.
- Develop opportunities for staff to engage regularly in professional dialogue to develop collective understanding (for example understanding of standards, pedagogy, assessment, strategies for raising attainment).
- Develop effective systems and structures to facilitate regular collegiate working to maximise opportunities for staff learning within and beyond school related to the leadership of learning, where collaborative professional learning is evident.
- Provide a focus for the development of whole school pedagogy and assist access to the application of findings from educational research to improve learning and teaching
- Promote systems that ensure that learners play an active role in their learning
- Monitor and evaluate strategy through a range and triangulation of self-evaluation approaches.

- You must be able to treat pupils, colleagues, parents and the community in accordance with the Council's policies on equalities and dignity at work.

Communications

- You must be able to demonstrate well developed interpersonal skills.
- You must be able to demonstrate effective time management
- You must be able to communicate effectively both orally and in writing.
- You must be able to communicate and collaborate effectively with colleagues and parents.

Flexibility

- Ideally you will have experience of involvement in extra-curricular activities.
- Ideally you will be able to lead an after school activity.
- You will be able to demonstrate your contribution to whole school initiatives and strategies

Achievement of Results

- You must show a readiness to reflect upon and evaluate own professional progress

Quality

- You must be willing to develop subject specialism
- You must be able to plan and present a coherent teaching programme.

Team Working

- You must be able to demonstrate the ability to manage and provide advice and support to colleagues
- Ideally you will be able to work in partnership with colleagues, parents and others as appropriate.

Decision Making & Problem Solving

- You must be able to demonstrate the ability to resolve challenging situations involving work colleagues.
- You must be able to work both under own initiative and as a member of a team

Any Additional Requirements

- Ideally you will have a commitment to continuing professional development

Perth & Kinross Council

Job Profile

Job Title	Principal Teacher - Early Years Family Engagement Coordinator
Service	Education and Children's Services
Location	Letham Primary
Grade & Salary	PT1 (pro rata), term time only
Reports to	Headteacher

Job Purpose

To work with colleagues across Letham Primary and Nursery, partner agencies and stakeholders to promote parents and carers as partners in their child's learning journey; supporting the development of an inclusive and accessible environment in order to support children to reach their pre-school developmental milestones and encourage family engagement and involvement.

To ensure that barriers to engagement and learning are identified and addressed by establishing and maintaining relationships with pupils, parents/carers and appropriate outside agencies.

Main Accountabilities

- The post holder will be an active member of the Early Years Team and be involved in the implementation of strategies, designed by the school, to promote inclusion and the closing the poverty related attainment gap by promoting family engagement in learning.
- To assist, advise and participate as a supporting member of the senior management team to develop policy and strategy.
- To contribute to specific aspects of planning and monitoring of school improvement.
- To manage and develop aspects of the early years curriculum.
- To promote the continuing professional development of early years staff and ensure that all staff are reviewed annually
- To support the development of teaching and support staff to ensure the provision of high quality family engagement experiences for all pupils.
- To work in partnership with parents/carers, other professionals, agencies and schools.

Specific Activities

- Develop effective lines of communication and relationships with parents/carers of targeted pupils.

Job Specific Requirements

There is an expectation that short listed candidates will meet all the requirements stated below.

Knowledge & Experience You must:- <ul style="list-style-type: none">• Have a Diploma/Degree in Primary Education.• Have full GTC Scotland Registration prior to commencement in post.• Be an effective classroom practitioner.• Have evidence of being involved in a leadership role• Have experience of the use of information and communication technology (ICT) in the classroom and for management.• Be able to demonstrate knowledge of relevant, current curriculum and assessment issues and their bearing on classroom practice 3-18.• Be able to promote and develop a positive school ethos.• Have evidence of effective time and resource management.• Have knowledge and understanding of key initiatives including Curriculum for Excellence, Building the Ambition and How Good is Our Early Learning & Childcare• Have experience of positive behaviour management strategies.• Have an awareness and understanding of initiatives which aim to develop an integrated learning community.• Have experience of working with partners to deliver services to young people and their families. Ideally you will:- <ul style="list-style-type: none">• Have a very good knowledge and understanding of pre-school education.• Have experience of working within a multi-disciplinary setting.
Customer Care You must:- <ul style="list-style-type: none">• Be able to establish and sustain a positive rapport and relationship with staff, pupils, parents and partner agencies.• Have a solution orientated approach to managing sensitive and/or challenging situations.
Health & Safety <ul style="list-style-type: none">• Must be able to cope with the demands of the job• Have an awareness of Health & Safety issues as they affect you and others• Awareness of legislative requirements regarding school pupils
Equality & Dignity at Work <ul style="list-style-type: none">• Able to treat colleagues and partners in accordance with the Council's policies on equalities and dignity at work
Communications <ul style="list-style-type: none">• Ability to communicate effectively with the all stakeholders including partners, staff members and management.• Excellent presentation and report writing skills.• Ability to establish effective relationships with young people, parents and other professionals• Diplomatic – able to empathise with internal and external stakeholders at senior levels
Flexibility <ul style="list-style-type: none">• Able to work independently with a flexible approach• Be committed to being involved in the life and work of the whole school community.
Achievement of Results <ul style="list-style-type: none">• Ability to manage multiple priorities and manage self/time to ensure deadlines are met• Have evidence of a commitment to raising standards and promoting effective learning and teaching.

Perth & Kinross Council

Job Profile

Job Title	Principal Teacher of Guidance – Developing Scotland's Young Work Force
Service	Education and Children's Services
Location	St John's RC Academy
Grade & Salary	Principal Teacher Scale – PT1 (Fixed Term)
Reports to	Depute Headteacher - Support

Job Purpose

To work within the Support for Pupils Team and support the Senior Leadership Team by identifying, creating and embedding sustainable opportunities to support the Developing Scotland's Young Work Force agenda.

Main Accountabilities

- Liaise with the Senior Leadership team to ensure the strategic direction of Developing Scotland's Young Work Force
- Support the wider Support for Pupils Team to embed sustainable Developing Scotland's Young Work Force opportunities
- Lead the development of Careers Ready partnership
- Support the development of opportunities for and the delivery of the PKC 'Standard' at St John's RC Academy
- Ensure that plans and means are in place that enables all pupils to experience aspects of progressive wider achievement throughout their school career
- Working in partnership with parents, support staff and other professionals
- Develop the integration of career management skills within the profiling process and across the curriculum
- Support staff and tutors to track and monitor wider achievement across the BGE and SP
- Liaise with the schools Post 16+ partners and contribute to the relevant Post 16+ meetings ensuring that all tracking and monitoring data for Post 16 destinations is accurate. Including the use of all relevant resources such as SEEMIS and the DataHub

- Manage assigned caseloads
- Responsibility for the leadership and management of colleagues
- Responsibility for the leadership and management of pastoral care and GIRFEC within the school
- Responsibility for the development and implementation of school policy in relation to GIRFEC, guidance issues, pastoral care, relationships, assessment and pupil welfare
- Undertake any other duties that may be required by the Headteacher

Job Specific Requirements

There is an expectation that shortlisted applicants will meet the requirements below.

<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • You must have or be eligible for, full GTC Scotland registration in subject area. • You must have a degree or equivalent professional qualification and have experience of learning and teaching preferably in the context of comprehensive education. • You must have experience of preparing and delivering differentiated work. • You must be able to demonstrate knowledge of relevant current curriculum and assessment issues and developments and their bearing on classroom practice. • You must be able to use ICT in relation to learning and teaching. • You must be able to apply a variety of teaching strategies, adapted to the needs of pupils. • You must have knowledge and experience of the application of positive behaviour management strategies. • You must be able to provide advice and guidance to pupils on issues related to making progress and realising potential.
<p>Customer Care</p> <ul style="list-style-type: none"> • You must be able to demonstrate commitment to the policy and practice of inclusion and collegiate activities. • You must be able to establish and maintain links with other curricular areas • You must be able to develop and maintain appropriate relationships with pupils and parents. • You must be able to demonstrate the ability to motivate young people and relate positively towards them.
<p>Health & Safety</p> <ul style="list-style-type: none"> • You must be able to cope with the demands of the job and attend on a regular basis. • You must have an awareness of Health and Safety issues as they affect you and others and comply with all relevant Health and Safety legislation.
<p>Equality & Dignity at Work</p> <ul style="list-style-type: none"> • You must be able to treat pupils, colleagues, parents and the community in accordance with the Council's policies on equalities and dignity at work.
<p>Communications</p> <ul style="list-style-type: none"> • You must be able to communicate effectively both orally and in writing.