



Albyn School

Post:	Homework Club Supervisor.
Tenure:	Permanent, term time only. <i>All posts are subject to a 6 month probationary period.</i>
Hours per week:	12.5hrs per week during term time. Working days Monday to Friday 3.30pm to 6pm.
Responsible to:	Director of People and Culture
Professionally relates to:	Teaching and support staff.

Purpose of position

The successful candidate will supervise S1 to S6 pupils attending the Homework Club. The Homework Club Supervisor will be responsible for ensuring the safety, general welfare and proper conduct of pupils during this period. Some experience of providing homework or educational support in a similar setting or educational establishment would be desirable.

While the following list is not intended to be exhaustive, it outlines the main responsibilities of the post. These include

Homework Club Duties

- Supervise S1 to S6 pupils in the School Library after school.
- Ensure that an orderly, purposeful and focussed environment for pupils to focus on homework tasks is created and maintained, dealing with any low-level behavioural issues in line with school procedures.
- Providing some study support as needed to pupils.
- Ensure pupils follow the club policy and procedures at all times.

Administrative Duties

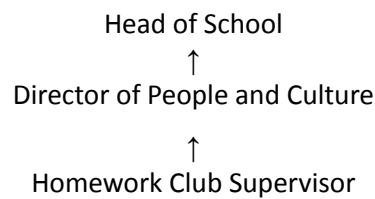
- Undertake administrative and data-entry tasks as directed by the Director of People and Culture.
- To take a daily register of pupils.
- To check the school calendar and organise an alternative location for homework club if the library is being used for an event.
- To act as a fire marshall for the library area in the event of a fire alarm and ensure all pupils are accounted for.
- Report any wellbeing or child protection concerns to the Deputy Head (Pupil Wellbeing).

Other

- To attend periodic meetings as required.
- To participate in appropriate training and professional development where necessary.
- To participate in formal and informal staff reviews in accordance with School policy.
- To familiarise and adhere to child protection and health & safety protocols together with other policies, statutory guidelines and codes of conduct expected of all staff.
- To support the values, aims and ethos of the School.
- To work cooperatively and constructively with all staff.
- To be mindful of the wellbeing of all pupils, staff and visitors at all times.
- Set a good example in terms of dress, punctuality and attendance.
- Undertake professional duties that may be reasonably assigned by the line manager or school leadership team.
- To maintain confidentiality and sensitivity to pupil needs but have regard for safeguarding procedures.
- To undertake any other duties as allocated by the line manager or SLT.

This job description is not intended to be all-embracing and the post holder shall be required to carry out other duties where requested commensurate with grade, training and experience. According to the development and requirements of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

Reporting Relationships



Person Specification

The successful candidate should be able to demonstrate from their application, at interview or from their references, the following:

- A good general level of education plus appropriate further education.
- Awareness and understanding of the demands of working in a School and also as part of a small team.
- The ability to organise efficiently.
- Good written and oral communication skills.
- Proficient ICT skills.
- The ability to work independently, show initiative and enjoy challenges.
- Training in first aid or a willingness to be trained and undertake first aid duties.
- A high level of courtesy and appropriate interpersonal skills when relating to staff, pupils, parents and visitors to the School.
- Flexibility with regard to working hours.

Terms & Conditions, and Remuneration

- The salary rate is £12.65 per hour.
- The pension scheme the School will use to comply with its auto-enrolment obligations is the Royal London. The School may amend or replace the Scheme from time to time.
- Other, non-contractual, benefits include:
 - Free After School Care for employee's child(ren). 3.30pm to 6pm, Monday to Friday and discounted holiday club fees.
 - Employee Assistance Programme.
 - Cycle to Work Scheme.
 - Benefits platform package.

Equal Opportunities

At Albyn School we are committed to creating and promoting a diverse and inclusive workforce that better reflects our pupils and local community. All appointments will be made on merit, following a fair and transparent process. Applications are welcome from all suitably qualified candidates regardless of age, disability, ethnic or national origin, gender identity, marital status, political opinion, religion or belief, sex, sexual orientation or trade union membership. We particularly encourage applications from under-represented groups.

Application Process

To apply, please send your CV and a short covering letter outlining any relevant experience to hr@albynschool.org

Albyn School is committed to safeguarding children and the successful applicant will be subject to an enhanced PVG check by Disclosure Scotland. Those progressing to interview stage, will be required to show proof of their Right to Work in the UK and proof of their qualifications.

The deadline for applications is 12 noon on Friday 19 September. Interviews will be scheduled for the following week.

About Albyn School

Founded in 1867, Albyn School ('Albyn') is one of Scotland's leading independent schools, offering an exceptional education to pupils from nursery through to sixth form. Located in the heart of Aberdeen, we combine academic excellence with a vibrant co-curricular offering, a strong sense of community, and a forward-thinking approach to learning and development.

Albyn was founded on a pioneering belief in empowerment - enabling young women to attend university and access opportunities that had long been denied to them. That same principle of empowerment still defines us today. As a modern co-ed school, we believe in equipping every pupil to pursue their own path, while supporting others to do the same. This is why our school values centre on developing self-awareness, ambition, and an outward-looking mindset, so that Albyn pupils not only thrive, but contribute meaningfully to the world around them.

Our Purpose: To be Aberdeen's leading community of lifelong learners and an enduring force for good.

Our Mission: We cultivate thoughtful learners and compassionate individuals, empowering each pupil to thrive academically and personally. Inspired by our founding belief in opportunity, we champion innovation in learning, meaningful partnerships, and a deep commitment to wellbeing - so every pupil is equipped to shape a better future.

Our Vision: To lead the future of education by inspiring curiosity, building character, and expanding opportunity - just as we did when we were founded. We aim to shape a generation of changemakers ready to contribute confidently in a complex, evolving world.