



## Albyn School

### Primary Teacher (Fixed term, maternity cover 0.5 FTE)

From 17 August 2026 to 26 February 2027

Working days - Wednesday pm, Thursday and Friday all day.

Albyn School is delighted to offer this opportunity for a Primary Teacher. You will be joining a vibrant Lower School where the pupils thrive both academically and behaviourally. Albyn School values nurturing our pupils to achieve their best academically but importantly it does so in a community where pupils respect each other and respect the culture that Albyn provides for them.

The classroom environment at Albyn is a safe and positive environment for pupils to be able to express themselves and achieve their full potential. This positive environment empowers Albyn's teaching staff to dedicate their expertise to academic excellence, pastoral care, and co-curricular enrichment. With minimal time required for behaviour management, staff are free to thrive in a rewarding professional setting.

#### Job Purpose

To deliver a high quality education to pupils in the Lower School in accordance with the School's policies and curriculum.

#### Job Description

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

Teaching:	Prepare lessons thoroughly and imaginatively; Assist in the education and development of teaching materials and courses in accordance with the lower school curriculum. Prepare and present pupils for assessment in accordance with School policies.
Policy:	Participate in Lower School policy development and implementation;
Pastoral:	To be responsible for the welfare of all pupils in the class, maintain good discipline at all times and safeguard the pupils' health and safety. Successful candidates will also help undertake some supervisory roles of children e.g. supervision at break time.
Reports:	Report and discuss pupils' progress with their parents;
Administration:	Undertake all administrative tasks associated with the class and contribute to the effective administration and organisation of the School.
Extra-curricular:	Offer an extra-curricular activity each term that will enhance the all-round education of pupils.
CPD:	Demonstrate a willingness to participate in Continuing Professional Development and training;
Whole School:	Assist in the preparation and realisation of whole school activities and events and undertake other duties as negotiated Head of School.

#### Person Specification

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

- GTCS registration or eligibility for registration as a primary teacher.
- Knowledge of current issues and development in primary education.
- Flexibility, initiative and organisational ability.

- Engagement with ongoing professional learning.
- Highly developed interpersonal skills for working with staff, pupils and parents.
- Excellent written and verbal communication skills.
- A current and active commitment to co-curricular activities.

### **General**

The successful candidate will also be expected to contribute to the professional and co-curricular life of the School through the Lower School's Curriculum Enrichment programme as well as opportunities to contribute to the wider co-curricular life of the school. We have a strong 'one school' approach, which encourages staff to work between the different parts of the school.

Attendance at a small number of events outside normal school hours is also expected, for example, but not limited to: Parents Evenings, subject choice evenings, after school or Saturday Open events, entrance assessment days for new pupils.

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 requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the post holder.

### **Appointment Terms**

- The position is part time (0.5 fte) for a fixed term, From 17 August 2026 to 26 February 2027. Working days will be Wednesday afternoon, all day Thursday and Friday
- The salary for the post will be determined by qualifications, skills and experience.

### **Other, non-contractual, benefits include:**

- Discount on basic tuition fees subject to the employee's child/ren meeting the entrance requirements.
- Free After School Care for the employee's child/ren – 3.35-6pm, Monday to Friday.
- Discounted Holiday Club fees.
- Cycle to Work Scheme.
- Benefits platform package.
- Use of the School's Fitness Suite.
- A strong, supportive staff community.

### **Equal Opportunities**

At Albyn School we are committed to creating and promoting a diverse and inclusive workforce that fully 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 status, 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**

Applicants must submit:

- a full CV (including details of all post-16 qualifications).
- a letter of application (maximum two sides of A4) explaining your reasons for applying and outlining your suitability for the role.
- the names, phone numbers and email addresses of two professional referees.

Please note the following:

- Those progressing to interview, will be required to show proof of their Right to Work in the UK and proof of their qualifications.
- To arrange a confidential conversation about the role, please contact the HR Manager, Susan Allan ([hr@albynschool.org](mailto:hr@albynschool.org)).

- Applications should be sent by email to the HR Manager, Susan Allan ([hr@albynschool.org](mailto: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.
- Candidates are urged to apply as soon as possible as we reserve the right to make an appointment before the closing date if a suitable candidate is found.

**The deadline for applications is 12 noon on Monday 1 June 2026.**

## **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.