



Albyn School

Primary Teacher (Fixed term, maternity cover)

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:

Qualifications

- A degree from a recognised institution of higher education
- A primary teaching qualification
- It is essential that applicants are registered, or are eligible for registration, with The General Teaching Council for Scotland

Knowledge and Experience

- Knowledge of current issues, courses and developments in primary education;
- Recent experience of primary teaching is desirable.
- Knowledge of science subjects may be an advantage.

Special Aptitudes and Skills

- Ability to organise efficiently;
- Ability and willingness to show initiative;
- Ability to work within a team;
- Flexibility, enthusiasm and a good sense of humour;

- Proficient ICT skills;
- Ability to communicate effectively and appropriately with pupils, colleagues, parents and Governors.

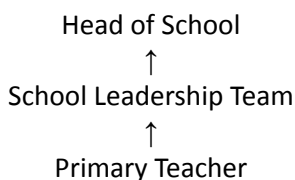
General

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.

Reporting Relationships



Appointment Terms

- This is a fixed term (1 year) maternity post that will become available on Monday 5 January 2026.
- The position will be full time.
- The salary for the post will be in line with the Scottish Teacher scales and commensurate with experience, plus the current Albyn School allowance.
- Service is pensionable as a member of the SPPA Scottish Teacher's Pension Scheme.

Other, non-contractual, benefits include:

- Discount on basic tuition fees subject to the employee's child/ren meeting the entrance requirements.
- Employee Assistance Programme.
- Free After School Care for the employee's child/ren – 4-6pm, Monday to Friday.
- Discounted Holiday Club fees.
- Employee Assistance Programme.
- 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, 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 referees.

Please note the following:

- Those progressing to interview stage, will be required to show proof of their Right to Work in the UK and proof of their qualifications.
- Applications should be sent by email to the HR Manager, Susan Allan (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 Tuesday 9 December 2025.**
- **Interviews are scheduled for week commencing 15 December 2025.**

About Albyn

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.

Our new strategic plan is focused on three key objectives:

- Development & Financial Sustainability - Strengthen Albyn's finances by diversifying income, celebrating its heritage, and fostering community support through strategic fundraising and engagement, with a goal of raising substantial six-figure sums annually from non-fee income by 2030.
- Wellbeing & Inclusion for All - Ensure the physical and mental wellbeing of pupils, staff, and the wider Albyn community as a foundation for success, by embedding positivity, resilience, equity, diversity, inclusion and belonging throughout the school's culture.
- Leadership & Lifelong Learning Culture - Foster a positive culture of meaningful leadership and continuous learning, with a strong academic focus that empowers each individual to grow intellectually, lead with confidence, and contribute to a shared sense of purpose.

Our Social Impact

We are dedicated to making a meaningful difference in the lives of our pupils, staff, and the wider community. Our social impact reflects our purpose and our commitment to fostering a sense of belonging, service, and shared responsibility for a better future.

Through our pupils, staff, and extended Albyn family, we:

- Champion Accessibility: By investing in bursaries and providing opportunities for all, we empower individuals to access an Albyn education and develop their potential, regardless of background.

- Collaborate with the Community: Through partnerships with Aberdeen schools, charities and civic initiatives, we embrace our role as a hub for connection, collaboration, and shared experiences.
- Cultivate a Culture of Service: Volunteering, fundraising, and community engagement are at the heart of our ethos, instilling responsibility and compassion in every pupil.

We have three core values that shape our educational philosophy and community ethos:

- Self-aware: Everyone is encouraged to learn about themselves and move beyond their comfort zone to develop the resilience for whatever life may throw at them. Curiosity develops independent-minded, critical thinkers able to reflect on their experiences and ready to take charge of their own life.
- Ambitious: Every member of the community is empowered to become a lifelong learner and to strive for excellence. Hard work and endeavour build the confidence that unlocks potential. A breadth of exciting and rewarding academic and co-curricular opportunities and experiences guides every member of the community to discover their unique passions, talents and purpose.
- Outward Looking: We develop outward looking individuals with compassion, empathy and a strong social conscience who are catalysts for change in a rapidly changing and uncertain world. Teamwork prepares them to be a force for good and to make a positive impact in their local community and the wider world.