



## Albyn School

### Principal Teacher

We are seeking a dynamic, enthusiastic and well qualified Principal Teacher to lead our Art and Design Department.

#### Art and Design at Albyn School

As Principal Teacher, the ability to teach Art and Design to Higher level is essential and the ability to teach to Advanced Higher level is desirable. However, applications from all well qualified candidates will be considered.

#### The Department

The Department offers certificate courses in Art and Design at National 5, Higher and Advanced Higher Level in the Upper School (S1-6).

Where a Faculty consists of several allied subjects, the role of Principal Teacher exists to provide subject leadership and expertise, and to assist the Head of Faculty in the overall organisation and management of that subject within the wider Faculty area.

As Principal Teacher, it is expected that the main subject(s) taught will be that for which you are Principal Teacher.

Whilst not intended to be exhaustive, the lists below outline the principal responsibilities of the post.

#### Academic Management

- Responsibility for managing the learning and teaching of all teachers of the subject(s), in conjunction with Faculty and school level developments.
- Responsibility for all subject Schemes of Work and catering for different educational needs.
- Monitoring subject-related preparation, teaching and marking by teachers of your subject.
- Maintaining records showing set sizes, common test results, grades achieved in tests and exams, and any other details felt to be important to the subject(s).
- Leading on and promoting the subject(s) and responding to and furthering teaching and pedagogical initiatives in the subject(s).
- To work collaboratively with staff across the Faculty and beyond to improve academic outcomes for pupils.
- To support the Head of Faculty implement and monitor academic initiatives and standards.
- Assist in assigning classes within the subject in consultation with the Head of Faculty and SLT.

#### Resource Management

- Responsibility for the annual subject budget as devolved and agreed by the Head of Faculty, ensuring that expenditure stays within the limits of the budget and that any budgets devolved to the subject(s) are managed in line with school policy procedures.
- Managing the resources of the subject(s) in accordance with school policy, in particular by reviewing and rationalising existing provision and identifying future requirements.
- Requisitioning for the needs of the subject(s) and maintaining stock control.
- Assisting the Head of Faculty to ensure the safety of equipment within the subject(s) as required.

#### Administration

- Undertaking the administrative tasks associated with the subject(s) and contributing to the effective administration and organisation of the Faculty, e.g. subject timetabling, day-to-day working arrangements, and completion of returns; reporting and liaising with parents.

- Overseeing the setting of internal examinations and topic tests as appropriate and meeting any deadlines set by the Head of Faculty and SLT.
- Overseeing the entry of candidates for national examinations and any associated coursework, liaising with the Head of Faculty as required.
- Attending Faculty meetings, and meetings with other Principal Teachers within the Faculty, as required.
- Responsibility for the subject choices process for the subject(s) and for attending Subject Choices events as required.
- Maintaining an up-to-date subject section in the Faculty Handbook and keeping records of subject decisions.
- Subject level sign off for Assessment Arrangements.

### **Pastoral Responsibilities**

- Assisting the Head of Faculty with oversight of pupil welfare and behaviour and ensuring good discipline and order across all classes in your subject(s).
- Maintaining and presenting appropriate pupil records and reports.
- Liaising with Heads of Clan, Heads of Faculty, Support for Learning, and SLT as required.

### **Policy**

The post holder will also play a role in policy development and implementation, in particular by involvement in the development planning process; monitoring, evaluating and redefining subject aims and policies as contained in the Faculty Handbook.

### **General**

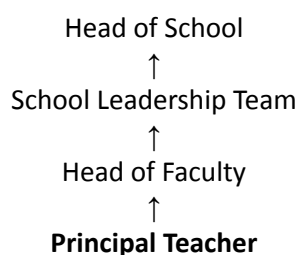
- Principal Teachers will be expected to contribute to the professional life of the School and assist with the preparation of the biennial Development Plan, which will be the responsibility of the Head of Faculty.
- The successful candidate will also be expected to take on a pastoral role as a Form Tutor, as well as contributing to the co-curricular life of the School.

### **Individual Teaching Responsibilities**

- Preparing innovative and creative lessons and courses, and teaching assigned classes and pupils.
- Assessing, recording and reporting on the work of pupils in accordance with school policies.
- Preparing and presenting pupils for both internal examinations and externally certificated courses.
- Appropriate and competent use of ICT in the delivery of the curriculum.
- Maintaining good order and discipline among pupils and safeguarding their health and safety.
- Reporting and discussing pupil progress with parents and any other bodies that have statutory functions relating to the care of children.

### **Reporting Relationships**

The Principal Teacher is line-managed by the Head of Faculty who in turn is line-managed by a member of SLT.



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

## 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 teacher of Art and Design.
- Knowledge of current issues and development in Art and Design.
- Flexibility, initiative and organisational ability.
- Experience of preparing pupils for public examination courses e.g. National 5, Higher, Advanced Higher, or GCSE, A Level.
- 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.

## Appointment Terms

- The position is permanent, full time available from 27 October 2025 or when available.
- The salary for the post is at point 1 on the promoted teacher's scale, which is currently £55,852 per annum.
- 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.
- Free After School Care for the employee's child/ren – 4-6pm, 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 stage, 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 Head of School's EA, Georgia Dale [g.dale@albynschool.org](mailto:g.dale@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.
- Interviews are likely to be scheduled for the week beginning 29 September. As part of the interview process, shortlisted candidates will be asked to teach a lesson.

**The deadline for applications is 12 noon on Monday 22 September 2025.**

## **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.