



Albyn School

Principal Teacher of Physical Education and Sport

Albyn School is delighted to offer the opportunity of Principal Teacher of Physical Education and Sport within the Faculty of PE and Sport. The department has a high retention of pupils for certificated classes and offers experiences outside the core curriculum for the pupils.

The Department offers PE and Sport to Nursery, Lower School (primary) and Upper School (secondary) pupils. Teaching facilities at school include a gymnasium, school hall and large playground Multi-use Games Area (MUGA) which accommodates both tennis and netball. The school playing field facility is at Milltimber (6 miles west of the city) to which the pupils are transported for afternoon Sport sessions. In addition to our fields at Milltimber we also have a partnership with Aberdeen Sports Village for access to their sports facilities on a daily basis for our Sports lessons.

A broad range of sporting activities are taught by the PE and Sport staff including, netball, athletics, swimming, football and tennis. The School also offers PE at National 5, Higher and Advanced Higher. There are other minority sports offered by the School and there is also a substantial co-curricular sports programme.

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. In turn, this positive environment means that the Teaching Staff in Albyn are in a strong position to focus their attention on the academic endeavours, pastoral and also co-curriculum activities without having to dedicate significant time to managing classroom behaviours making this an enriching environment for staff to be able to thrive.

Job Description

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.

As part of the School's co-curricular programme, the successful candidate will be expected to coach two after-school sessions per week (3.35pm-5.30pm) and a Saturday morning during term time, they will also be expected to participate in early morning and lunchtime training sessions where required. **Expertise in Football or Netball, would be desirable.**

All members of the teaching staff are expected to assume a pastoral role within the School and contribute to the School's co-curricular programme.

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.
- Ensure that the Quality Assurance framework is appropriately implemented across the Faculty.

Resource Management

- 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. 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.

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:

- Registration or eligibility for registration as required by the General Teaching Council for Scotland.
- Knowledge of current issues and development in PE and Sport.
- Flexibility, initiative and organisational ability.
- Experience of preparing pupils for Qualification Scotland examination courses (National 5, Higher, Advanced Higher)
- 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.
- The ability to teach another Science subject may be advantageous.

Appointment Terms

- The position is permanent, full time, available from 17 August 2026. Consideration may also be given to flexible route probationary teachers. 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 – 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.
- Being part of a thriving Formula 24 team which has numerous local and national accolades

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 HR Manager, Susan Allan (hr@albynschool.org).
- 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 9am Monday 22 June 2026 with interviews scheduled to take place on Wednesday 24 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.