



Albyn School

Supply Teachers

We are seeking applications from enthusiastic and committed teachers to join us on a supply basis, working as and when required during the school session.

Opportunities are available in various departments in our Secondary School and in our Primary School.

Applicants must be registered, or eligible for registration, with the General Teaching Council for Scotland. We would particularly welcome applications from teachers qualified to teach the following subjects:

- Primary
- Design, Technology and Engineering Science
- Physics, Chemistry and Biology
- English
- Mathematics

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

Teaching Responsibilities

Delivering a high quality education to pupils in accordance with school policies by:

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

Pastoral Responsibilities

- Pupil welfare and discipline within the department.
- Liaising with pastoral care staff and Support for Learning staff when necessary.
- Liaising with teaching staff and Senior Management.
- Maintaining and presenting appropriate pupil records and reports.
- Undertaking the role of Form Teacher, if required.
- Advising and guiding pupils on issues relating to their education.

Resource Management

- Sharing in the management of the resources of the department in accordance with departmental policies.

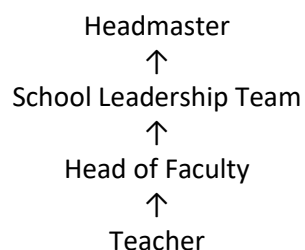
Administration

- Undertaking administrative tasks associated with the department and School with regard to assessment, recording and reporting;
- Undertaking administrative tasks in relation to the presentation of candidates for internal and external examinations;
- Attending departmental meetings as appropriate.

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. 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



Person Specification

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

- Knowledge of current issues and developments in their subject.
- Engagement with ongoing professional learning.
- Highly developed interpersonal skills for working with staff, pupils and parents.
- Excellent written and verbal communication skills.
- Flexibility and adaptability.
- Initiative and organisational ability.
- An understanding of Assessment Arrangements for pupils preparing for public examination courses (National 5, Higher and Advanced Higher) will be an advantage, but is not a prerequisite.
- **It is essential that applicants are registered, or are eligible for registration, with The General Teaching Council for Scotland.**

Terms & Conditions, and Remuneration

- The salary for the supply teachers will be in line with the Scottish teacher (SNCT) scales and commensurate with experience, plus the current Albyn allowance.
- Service is pensionable as a member of the SPPA Scottish teacher's pension scheme.

Other, non-contractual, benefits include:

- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements.
- Employee Assistance Programme.

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.

Method of Application

Applicants must submit:

- a full CV (including details of all post-16 qualifications).
- a letter of application stating why they believe that they are suited to the post.
- the names, phone numbers and email addresses of two referees.

For a confidential conversation about the role, please contact the Headmaster's PA, Georgia Dale (g.dale@albynschool.co.uk)

Albyn School is committed to safeguarding children and the successful applicant will be subject to a PVG check by Disclosure Scotland.

Applications should be sent by email to the HR Manager, Susan Allan (hr@albynschool.co.uk)

The School

Albyn School is an independent, coeducational day school. With around 770 pupils and 175 staff, it comprises three sections: a Nursery for around 120 children aged 2-5; a Lower School for around 290 pupils aged 5-12 and an Upper School of around 360 pupils aged 12-18. Since 2018 Albyn has also incorporated the Total French School which currently has four members of staff and just over 40 pupils who follow a hybrid curriculum attending some Albyn School lessons as well as dedicated classes which follow the French national curriculum. The latter enables French School pupils, if they move on (as many do every two to three years), to continue their education either back in France or in other French medium schools around the world.

Situation

Located in the heart of Aberdeen's West End with its playing fields at Milltimber, the School is fortunate to be situated in a city and region that offers a very high quality of life to families moving into the area. The economy and environment present a range of opportunities to enhance and enrich pupils' education.

Famous for its striking granite architecture, Aberdeen is Scotland's third largest city and the regional centre of the wider North East region. Dominated by energy-related industries, Aberdeen is a city with a wide diversity of other professional jobs and services such as a large teaching hospital, two world-renowned universities as well as many other legal, financial and technical organisations. The city has a diverse musical and cultural heritage centred on its theatres, cinemas, and the newly renovated Art Gallery and Music Hall. The city also has over 800 shops and restaurants, including many familiar high street names.

To the west of Aberdeen, the Cairngorms National Park is an area of outstanding natural beauty that draws in walkers, climbers and skiers. Within a short distance of the city and stretching many miles both north and south are empty beaches, miles of sand dunes, picturesque fishing villages and dramatic cliff top scenery.

History, Buildings and Facilities

Founded as a girls' school in 1867, Albyn School has changed its name, location and structure a number of times over its 155-year history. On its current site since the mid-1920s, the then Albyn School for Girls first occupied two Victorian villas fronting onto Queen's Road. Since that time, the School has grown, added to its buildings and grounds, and now occupies four listed Victorian villas with a host of more recent additions. In 2005, Albyn began its move to full coeducation, a journey that concluded when the first boys left S6 in 2014. Albyn School is now both a company limited by guarantee and a charity governed by its trustees who also act as the School's Board of Governors.

The School has continually built and redeveloped its teaching facilities since its inception, creating specialist departmental areas, ICT suites, business education facilities, music practice rooms, art and design studios and numerous classrooms. In August 2007, Albyn School opened a dedicated Lower School building. Built over three floors it comprises 16 bright classrooms many of them with spectacular views across Aberdeen and the North Sea. In 2011, the Nursery was further extended and three additional science laboratories were built to meet the needs of increasing numbers seeking careers in science, engineering and medicine.

In August 2012, HRH The Duke of Gloucester opened 10 new, modern and spacious classrooms for the teaching of Mathematics, English and Computing, while in November 2014 a new Lower School Library and a studio theatre were opened. In 2017 the Wood Foundation Engineering Centre was completed. The School now has an excellent environment for the teaching of its pupils that marries together contemporary and traditional architecture.

The School also has excellent sports facilities located at Milltimber, 6 miles southwest of the city. There we have a pavilion, three pitches used principally for football, four tennis courts and a running track. The School also draws upon facilities at the Aberdeen Sports Village and RGU (Robert Gordon University) to train our teams. The PE programme is also taught on our Queen's Road site within the School gymnasium and Former Pupil Centenary Hall and on a 5 created floodlit netball and tennis court.