



## **Albyn School**

### **Teacher of Modern Languages Part Time (0.6 FTE) Fixed term, maternity cover.**

We are seeking a dynamic, enthusiastic and well-qualified Teacher of Modern Languages to join our highly successful and vibrant Modern Languages Department.

#### **Modern Languages at Albyn School**

At Albyn School we place enormous value on language learning and encourage our pupils to do the same. The languages offered here at Albyn are French, German and Spanish.

Making the most of our links with the Total French School, which is part of Albyn, we are keen to introduce pupils to languages when they are as young as possible, so pupils begin to learn French in P1, studying it all the way through to P7. In addition to French, Spanish and German are taught in P6 and P7.

All pupils in S1 and S2 study two languages with a free choice from the three languages available. In S3 and S4, all pupils continue studying at least one language at National 5 level, with many choosing to continue into the senior phase as well.

We believe that it is important to foster pupils' enthusiasm for languages outside the classroom and we, therefore, run a number of successful trips, including a cultural trip to Paris, an immersive Spanish activity trip, and a long-running German exchange. In addition to this, we offer a range of lunchtime societies, including conversation and film clubs.

We regularly work with both the British Council and Aberdeen University to employ language assistants, who work with pupils in all three languages to improve their speaking skills and cultural awareness.

After studying languages at Albyn School some of our recent pupils have gone on to study related subjects at University such as Law with French Law, Modern Languages & Business Studies and Applied Languages & Translating.

#### **The Modern Languages Department**

The Modern Languages Department is staffed by five teachers teaching French, German and Spanish across the Lower and Upper Schools. The department brings together the best of old and new, embracing both traditional teaching methods and more innovative approaches in order to provide pupils with an outstanding learning experience. We use a combination of published resources (both physical and online) and our own materials, and there is a strong ethos of sharing and collaboration throughout the department. The department occupies five well-equipped classrooms which are located close together.

#### **Job Description**

The successful candidate will have responsibility for delivering the modern languages programme to pupils in both the Primary and Secondary and Upper School, with the ability to teach French and German being desirable.

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

### **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.
- 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**

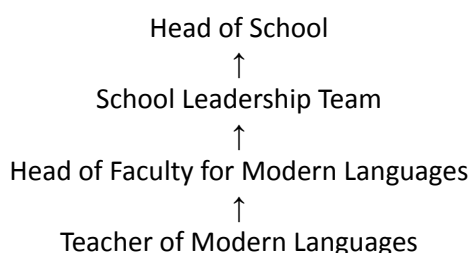
- Undertaking administrative tasks associated with the department and School with regard to assessment, recording and reporting.
- Undertaking administrative tasks in relation to the presentation of candidates for internal and external examinations.
- Attending departmental meetings as appropriate.

### **General**

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.

*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:

- GTCS registration or eligibility for registration as a teacher of French and German;
- Knowledge of current issues and development in Modern Languages;
- An indication that they have the appropriate interpersonal skills when relating to staff, pupils and parents;
- Flexibility, initiative and organisational ability;
- Experience of preparing pupils for public examination courses e.g. National 5, Higher, Advanced Higher, or GCSE, A Level.

## Appointment Terms

- This is a fixed term (1 year) maternity post that will become available on Monday 5 January 2026.
- The position will be 0.6 FTE, 3 days per week (Wednesday, Thursday and Friday for the academic year 2025/26).
- 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@alblynschool.org](mailto:hr@alblynschool.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 scheduled for week commencing 3 November 2025.**

- As part of the interview process, shortlisted candidates will be asked to teach a lesson.

**The deadline for applications is 12 noon on Monday 27 October 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.