Albyn School

Teacher of Modern Languages (German)
Full or Part time

The School
Albyn School is an independent, coeducational day school. It comprises three sections: A nursery for around 120 children aged 2-5; a Lower School for around 260 pupils aged 5-12 and an Upper School of just under 360 pupils aged 12-18.

Situation
Located in the west end of Aberdeen 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. Famous for its striking architecture, Aberdeen is Scotland's third largest city, dominated by energy related industries with two world renowned universities. The city has a diverse musical and cultural heritage centred on its theatres, cinemas, art gallery and Music Hall. The city also has over 800 shops and restaurants, including all the most 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, there are empty beaches, picturesque fishing villages and dramatic cliff top scenery. The economy and environment present a range of opportunities to enhance and enrich pupils' education.

History, Buildings and Facilities
Founded as a small, all girls' School around 1867, the School has changed its name, location and structure in its 150 year history. Arriving on its current site in the mid-1920s Albyn School for Girls then occupied two Victorian villas fronting onto Queen's Road. Since that time, the School has grown, added to its buildings and grounds. In 2005, Albyn School started to become co-educational. It 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. For much of its history, Albyn School was a day and boarding school. While now predominantly a day school, Albyn has made a return to boarding and has a small numbers of pupils resident in its nearby boarding house.

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 14 bright classrooms that look out across Aberdeen. In 2011, a new toddler nursery was constructed 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 ten new modern and spacious classrooms for the teaching of Mathematics, English and Technology while in November 2014 an enhanced library resource for our Lower School pupils and a brand new study facility for senior pupils was constructed. It also included the creation of a state of the art training suite for dedicated athletes and an intimate lecture theatre where musicians and drama students can perform. In 2016, we completed an engineering centre for the teaching of engineering science. The School now has an excellent environment that marries together a contemporary and traditional architecture for the teaching of its pupils.

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

The Department
The Modern Languages Department is led by Mrs Amy Gooder and is staffed by six full or part-time teachers teaching French, German, Spanish and Mandarin. Three of these languages are taught in our Lower (Junior) School while all four are taught through to National 5, Higher and, in most cases, Advanced Higher Level. Teaching takes place in a suite of rooms equipped with interactive white boards and with access to a range of audio-visual and online resources.

The department brings together the best of old and new, embracing both traditional teaching methods and more forward-looking, innovative approaches in order to provide pupils with an outstanding learning experience. As a result, modern languages remain a popular option at Albyn and we are delighted that a large number of pupils choose to continue their language studies to a high level. In addition, the department offers a number of overseas trips and exchanges in order to help pupils develop their linguistic and cultural skills in an authentic setting.

Job Description
To teach German to pupils up to public examination level. *The ability to offer another Modern Language would be an advantage*. All members of the teaching staff are expected to assume a pastoral role within the School and to contribute to the School's extra-curricular programme.

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 lessons and courses and teaching assigned classes;
- 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 to safeguard 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 learning support 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 with particular regard to the safety of equipment within the department.

Administration:

- Undertake administrative tasks associated with the department and School e.g. reporting to and liaising with parents etc.
- 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 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

Headmaster
↑
Senior Management Team
↑
Head of Modern Languages
↑
Teacher of Modern Languages

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 secondary school teacher in German and/or another Modern Language subject;
- Knowledge of current issues and development in Modern Languages;
- A current and active commitment to extra-curricular activities that take place after school and at weekends;
- 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 Grade & Advanced Higher Grade or GCSE or A Level;
- The ability to offer another subject or to coach a school sport will be an advantage and should be mentioned in any application.

Salary and Benefits

- The salary for the post will be determined by a candidate's qualifications and experience and ranges from £24,251 to £38,688 per annum, pro rata for part time.
- There is a fees discount for the children of Albyn School staff.
- A generous relocation package will be offered to those moving into the area.

Method of Application

Further details of the School including its recently published prospectuses, magazines and examination results can be found on its website www.albynschool.co.uk. All candidates are advised to view the website before they apply.

Application forms together with a cover letter, full curriculum vitae and the names and addresses of two professional referees should be received no later than 12 noon, Friday 15 June 2018. We reserve the right to extend the deadline or make an appointment before the closing date if a suitable candidate is found.

When applying or being considered for a job, you must disclose:

- *If you are related to an employee or pupil of Albyn School;*
- *If you know personally someone who may select you for a job, manage you or be managed by you;*
- *Any association which you, your husband or wife or partner or close relative may have with.*
- *Any organisation which provides goods or services to or which benefits financially from Albyn School where the post applied for involves monitoring or dealing with that organisation in any way.*

Canvassing an employee involved in making the particular appointment (directly or indirectly), will disqualify the candidate.

Applications can be e-mailed to hr@albynschool.co.uk. Alternatively they may be posted to:

Mrs Susan Allan, HR Manager, Albyn School, 17-23 Queen's Road, Aberdeen. AB15 4PB