



Albyn School

Head of Business Studies and Economics

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 270 pupils aged 5-12 and an Upper School of around 385 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 opened The Wood Foundation Engineering Centre, funded by The Wood Foundation, 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.

In 2018 the French School of Aberdeen run by the oil company Total joined Albyn School. 50+ pupils study French, geography, history, mathematics and citizenship through the French language medium while following all other subjects offered by Albyn School in English

The Department

The Business Studies department currently consists of two full time members of staff and one part time. It offers courses in Business Management that are studied at National 5, Higher and Advanced Higher Level in the Upper School together with Economics at A Level and iGCSE. The Department is located in two adjacent specialist rooms both of which have had a significant refurbishment within the last year and are equipped with computers and digital projectors.

Job Specification

The Head of Department will have the responsibility for managing the business education for Albyn School. While the following list is not intended to be exhaustive, it outlines the principal responsibilities of the post. These include:

Personnel Management:

- Management of staff and encouragement of their professional development. This may include managing probationers and supervising the work of student teachers assigned to the department;
- Undertaking staff reviews in accordance with School policy and more informal reviews of preparation, teaching and marking by members of the department;
- Exhibiting and instilling in teaching and support staff high standards with respect to both Child Protection and Health and Safety.

Curriculum Management:

- Responsibility for managing the learning and teaching of the department taking account of the pace of development of the school and catering for different ability levels; responding to local, regional and national initiatives;
- Maintaining records showing set sizes, common test results, grades achieved in tests, exams, grades achieved and any other details felt to be important to the department;
- Arranging the staffing and rooming of the department's timetable in consultation with the appropriate Deputy Head

Teaching Responsibilities:

- Preparing lessons and courses and teaching assigned classes;
- Assessing, recording and reporting on the work of pupils in accordance with school policies;
- Overseeing the setting of internal examinations and topic tests as appropriate and meeting any deadlines set by the Deputy Head;
- 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 pupils' progress with their parents and any other bodies that have statutory functions relating to the care of children.

Pastoral Responsibilities:

- Overseeing pupil welfare and discipline within the department;
- Liaising with pastoral care staff and learning support staff when necessary;
- Maintaining and presenting appropriate pupil records and reports.

Resource Management

- Responsibility for the annual departmental budget, ensuring that expenditure stays within the limits of the budget and that any budgets devolved to the department are managed in line with school policy procedures;
- Managing the resources of the department in accordance with school policy, in particular by reviewing and rationalising existing provision and identifying future requirements;
- Requisitioning for the needs of the department and maintaining stock control;
- Contributing to the formulation of school policy for resource management;
- Helping to ensure the safety of equipment within the department.

Administration:

- Undertaking the administrative tasks associated with the department and contributing to the effective administration and organisation of the school, in particular by undertaking the administrative duties relating to the department e.g. departmental timetabling, day-to-day working arrangements, and completion of returns; reporting and liaising with parents;
- Overseeing the entry of candidates for national examinations, liaising with the appropriate Deputy Head as required;
- Undertaking tasks in relation to the presentation of candidates for internal examinations; arranging and chairing departmental meetings as appropriate and meetings with other departments;
- Keeping a record of departmental and inter-departmental decisions.

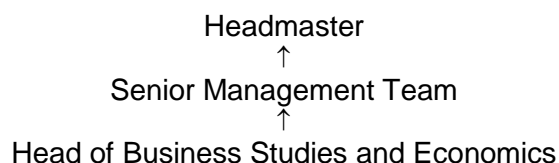
Other: The post holder will be expected to contribute to the business education of pupils in the School apart from those undertaking business management courses. This may involve bringing in speakers to contribute to the Civics programme or similar.

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 departmental aims and policies as contained in the departmental handbook.

General: The successful candidate will also be expected to contribute to the professional and extra-curricular life of the School (e.g. Young Enterprise) and undertake the responsibilities of other heads of departments such as attendance at heads of departments' meetings and the preparation of annual development plans.

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



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 Business Studies;
- Knowledge of current issues and development in Business Studies;
- 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.

Salary and Benefits

- The salary for the post will be £43,921 per annum.
- There is a fees discount for the children of Albyn School staff.
- A 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.

Please apply via the TES website and include a cover letter, full curriculum vitae and the names and addresses of two professional referees. Applications should be received no later than 12 noon, Friday 26 October 2018. **Candidates are urged to apply as soon as possible.** We reserve the right to 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 Mrs Susan Allan 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**