



ROBERT GORDON'S COLLEGE

# Post of Head of Senior School

HMC Independent co-educational day school  
in Aberdeen for 1610 pupils aged 4 to 18

[www.rgc.aberdeen.sch.uk](http://www.rgc.aberdeen.sch.uk)



Schoolhill, Aberdeen, Scotland AB10 1FE Tel 01224 646346 e-mail [enquiries@rgc.aberdeen.sch.uk](mailto:enquiries@rgc.aberdeen.sch.uk) [www.rgc.aberdeen.sch.uk](http://www.rgc.aberdeen.sch.uk)

Robert Gordon's College is a charity registered in Scotland, No. SC000123



## Head of Senior School

### The Role

The Head of Senior School holds a key leadership position within the College and works closely with the Head of College, who has overall responsibility for the Nursery, Junior School and Senior School. The new Head of Senior School will provide leadership and management of the highest order in the Senior School while playing a major part in formulating and implementing whole school strategy and policies and in promoting Robert Gordon's as an all through school.

Within this framework, the responsibilities of Head of Senior School fall into two overall areas:

**(a) Ensuring the smooth running and high standards of the Senior School (S1 - S6)**

**(b) Leading initiatives to improve and enhance the experience of pupils in the Senior School**

In this role the Head of Senior School leads, and is supported by, the Senior Management Team (SMT) of four Deputy Heads who report to him/her. The Head of Senior School has overall responsibility, through the SMT, Heads of Department and Heads of Guidance, for the work, well-being and development of the teaching staff. In addition the role involves close liaison through the Director of Finance with the work of support staff, as well as with the Head of Junior School on whole school matters. The Head of Senior School will maintain a small teaching commitment and this may be in any subject area.

The Head of Senior School will join the Senior Leadership Group comprising of the Head of College, Director of Finance, Head of Junior School and Head of Senior School. S/he will also be a senior member of the Child Protection Group, overseeing this responsibility in the Senior School.

### Candidate involvement in the wider life of the School

The Head of Senior School will be interested in, and engaged fully in, the life of the whole school, including the much-valued co-curricular programme, at all times of the week, including Saturdays (when there is a very extensive sporting programme and fixture list).

The Head of Senior School needs to be highly visible about the site and have a strong presence around the School as a whole, and particularly on special occasions such as concerts, dinners and plays. He/ she will be an approachable person and active in encouraging and supporting staff in their own work places, whilst monitoring first-hand the daily running and well-being of the School.

### Candidate Profile

The post would suit either senior highly experienced colleagues looking to serve the School for the final part of their career, or someone who would value this experience aiming to progress to a major Headship after a suitable period at the College.

### (a) Ensuring the smooth running and high standards of the Senior School

#### Organisation

- Responsible for the day-to-day administration and operation of the Senior School
- Organisation and oversight of the Quality Assurance system through the SMT and Heads of Department
- Oversight of curriculum and effective learning and teaching
- Oversight of Health and Safety in the Senior School (in liaison with Director of Finance)
- Communication and co-ordination with the Head of Junior School
- Management and update of Senior School Policies
- Day-to-day running of the Senior School
- Deputising for the Head of College in his absence with regard to the whole school
- Maintaining close liaison with the school Catering Manager
- Maintaining regular communication with Senior School parents including the Head of Senior School's Newsletter

#### Staff

- Chairing the Senior School Senior Management Team meetings and managing the four Deputy Heads in Senior School
- Ensuring staff well-being (in liaison with the Human Resources Manager)
- Management of Continuing Professional Development opportunities for Senior School teaching staff
- Operation of the system of Professional Review and Development (in liaison with Human Resources Manager)
- Ensuring efficient workflows by overseeing the Senior School Office and Reception
- Liaison with support staff including the School Office, Janitors and School Nurse

- Organisation of Form Teachers, Heads of Guidance and Heads of House
- Chairing Senior Leadership meetings, Heads of Department and Heads of Guidance meetings
- Leading the weekly Senior School staff meeting
- Overview of professional support for students and probationers and induction of new staff
- Direct links with certain departments (as part of SMT structure) and oversight of the Departmental SMT links
- Oversight of the management and direction of Heads of Department

#### Pupils

- Discipline and support for pupils S1 - 6
- Management and development of the pastoral system
- Oversight of examinations and liaison with external bodies including the Scottish Qualifications Authority
- Oversight of the university applications process and the Careers Department
- Oversight of the programme of school trips and extra-curricular activities
- Oversight of the work of Prefects and School Captains
- Support and development for the broad range of pupil activities and events

#### Events

- Production of the Staff Handbook and the programme of Assemblies
- Organisation of major school events including In-Service Days, Founder's Day, Open Morning and Prizegiving
- Attendance at meetings of the Parents' Association
- Attendance at the meetings of the Executive Committee of the Gordonian Association and close liaison with the Gordonian (former pupils) Association
- Representation of the College at various events within the community of Aberdeen
- Involvement with both SCIS (Scottish Council of Independent Schools) and SLS (School Leaders Scotland)



## (b) Leading initiatives to improve and enhance the experience of pupils in the Senior School

### Ideas

- Support for the Head of College in strategic planning
- Generation, encouragement and leadership of new initiatives in the Senior School
- Contribution to annual Whole School Improvement Plan

### Structure

- Support for the Head of College in the structure of staffing and the selection of staff
- Collate ideas for school improvement from staff through Quality Assurance and Professional Review & Development programmes
- Operational involvement in budget and business planning by the Director of Finance
- Involvement in Alumni Relations and fundraising by Development Office
- Involvement in marketing and external relations of the school
- Membership of the Education and Finance Committees of Governors
- Membership of the Health and Safety Sub Committee of Governors
- Membership of the Senior School Liaison Group (parents and teachers)
- Membership of the Digital Strategy Group
- Membership of the Staff Affairs Committee
- Membership of the Child Protection Group

## Qualifications and attributes

The successful candidate will be educated to degree level and hold a recognised teaching qualification. S/he must be currently registered with, or eligible for, registration with the General Teaching Council for Scotland (GTCS)\*.

The Head of Senior School, along with the Head of College and the Head of Junior School, are responsible to a large extent for setting the tone of the school. The staff, pupils and parents alike look to them for a lead.

S/he will have a proven track record of excellence as a teacher and of achievement in a Senior Management role. S/he will be keen to foster good relationships with colleagues and will be able to gain their respect and affection. S/he will be an efficient administrator and organiser who pays close attention to detail and demonstrates consistently high standards of communication.

The following attributes are essential:

- Highly efficient organiser with a good grasp of both detail and the bigger picture
- Commitment to, and affinity with the values and ethos of, Robert Gordon's College
- Vision and a flair for strategic and operational thinking
- Strong leadership qualities
- Strong analytical and management capabilities
- Sound knowledge of the Scottish education system and current issues
- An understanding of the dynamics of an all-through school
- Excellent interpersonal and communication skills, sensitivity, and team player ability
- Commitment to high professional standards
- Ability to ensure relationships of trust and mutual respect in all professional dealings
- Energy, drive and enthusiasm
- Integrity, conviction and compassion
- Resilience and a sense of humour
- Sense of perspective and ability to prioritise

Knowledge and/or experience of the independent education sector in Scotland while desirable is not essential.

\*Most teachers who are qualified to teach in other parts of the UK or other EU Member States and in many other parts of the world, are eligible for registration with GTCS. For information see [www.gtcs.org.uk](http://www.gtcs.org.uk)

## Remuneration and benefits

A competitive salary, commensurate with the seniority and importance of the role, will be offered. The position is pensionable under the Scottish Teachers' Superannuation Scheme.

A reduction on fees at the current rate of staff fee remission is available to new staff with children enrolled at Robert Gordon's College.

A relocation package is available.

## The application

This post will become available from

**Tuesday 1 August 2017.**

First round interviews will be held on

**5 & 6 October 2016 at Robert Gordon's College.**

Second round interviews will be held on

**27 & 28 October 2016 at Robert Gordon's College.**

Interested candidates are invited to contact Michael Stephens at RSAcademics (MichaelStephens@rsacademics.co.uk tel: 07834 520995) to arrange a confidential discussion with the consultant handling this appointment. Letters of application and completed application form (available at [rsacademics.co.uk](http://rsacademics.co.uk)) should be sent to [recruitment@rsacademics.co.uk](mailto:recruitment@rsacademics.co.uk) by **10am on Monday 26 September 2016.**

Robert Gordon's College is committed to safeguarding and promoting the welfare of children and young people. The appointment will be subject to membership of the PVG Scheme, administered by Disclosure Scotland, satisfactory references and a medical.

**Further information about the College can be obtained by visiting our website [www.rgc.aberdeen.sch.uk](http://www.rgc.aberdeen.sch.uk)**





# Four Houses:

Blackfriars, Collyhill, Sillerton, Straloch

## The Craig Centre for Performing Arts

houses a 154 seat theatre, Digital Recording  
Studio and Art Gallery

**1:1 iPad  
programme**  
a digital device  
for every pupil

**205**

**Teaching Staff**  
37 Junior School  
Teaching Staff  
168 Senior School  
Teaching Staff

## Countesswells:

39-acre Sports Fields

**£1.4 million overall available annually  
for Senior School Bursary programme**

**over 90  
clubs and  
societies**

from the Allotment Society to Fashion and  
Textiles Club

**Duke of Edinburgh's Award  
John Muir Award**

Global Alliance for Innovative Learning (GAIL) School

**Curriculum  
Breadth:**

**£25 million**

investment in facilities since 2009

**City centre location**

**Junior School  
Specialist Subjects**  
Art, Drama, French, Music, PE and Science

**Founded in  
1750**

**Green Flag Award**  
Sustainability is embedded in the heart of the  
school

S3 - S4 choose 8 subjects  
S5 choose from 24 Highers  
S6 choose from 33 Highers  
and 24 Advanced Highers

**1610**  
pupils from 37  
nationalities

**Average class size:**  
**24** Junior School  
**20** Senior School

**The Wood  
Foundation  
Centre for  
Science and  
Technology**

is the largest school science centre in the UK



## Robert Gordon's College omni nunc arte magistra

Robert Gordon's College is a co-educational independent day school (pupils aged 4 – 18) located in the heart of Aberdeen city. Rooted in over 250 years of history, Robert Gordon's offers pupils choice and opportunity where specialist teaching and inter-disciplinary approaches to education prepare them for life.

What distinguishes Robert Gordon's College is the belief that each pupil is unique and the school helps them to discover themselves via choice from an unparalleled range of subjects and activities. It's no surprise that the everyday translation of our motto is "be all you can be."



## School and management structure

Robert Gordon's College Board of Governors is responsible for governance, overall management and control of all aspects of the College. Our constitution is governed by the City of Aberdeen Educational Endowments Scheme 1985. The Board is supported by a number of committees which include members of the College community as well as representatives of important institutions with the City of Aberdeen.

The school has 1610 pupils (1074 Senior School, 502 Junior School and 34 Nursery) and 201 teaching staff. The Junior and Senior Schools each have their own Head and report to the Head of College. Both schools share facilities and operate as a single organisation. Our House System (Blackfriars, Collyhill, Sillerton and Straloch) features a high level of pupil involvement in an imaginative programme of competitions.

The Heads of the Junior and Senior Schools have overall responsibility for the operation of their respective schools and are supported by Deputy Heads (two in Junior School and four in Senior School). The Director of Finance is responsible for Accounts and Estates and the majority of Support Staff.

## Financial statement

Remaining true to the philanthropic ethos of our founder, Robert Gordon, the financial position of the school is strong with annual income circa £18 million and net assets worth an estimated £25 million. Demand for places remains strong and the school continues to attract families from a diverse range of economic backgrounds and nationalities. In 2015/16 £1.4 million overall was available for the Senior School Bursary programme

## Our community

**"Robert Gordon's College gave me not only an abundance of information through my classes but also leadership qualities and teamwork skills through a wealth of opportunities and extracurricular activities. The staff at Robert Gordon's College put me in a prime position to succeed in whatever I choose to do, but the Gordonian Community also equipped me with a "family" that will last a lifetime."**

Karen Thomson, Class '2015

Robert Gordon's College is a community with parent, teacher and pupil relationships at its core. Eliza, current parent at Robert Gordon's College comments: **"It's a real collaborative relationship between the school and parents. That's the way education should be embraced."** Gordon's pupils demonstrate a clear sense of purpose, pride for their school and respect for each other. The core business of learning and teaching is delivered by reflective, loyal and passionate staff who are dedicated to educating each pupil as an individual to develop their own unique skills. A robust business plan, supportive Governance, ambitious development programme and engagement with industry and Former Pupils complete the picture of an outstandingly successful school.

The pupil community is diverse with over 37 nationalities represented. The school remains true to its philanthropic roots and the original endowment, administered by the Aberdeen Endowments Trust, continues to be complemented by new trusts and Bursaries enhanced by generous donations from the school's wider community.

The school's city centre location places it in the heart of Aberdeen City providing an opportunity to be an active part of the Aberdeen community through public musical and theatrical activities, "Science in the Quad" public lectures, pupil involvement in charity work and links through the Board of Governors to major civic organisations.

Our community extends across the globe. The Global Alliance for Innovative Learning (GAIL) continues our strong links with schools in Australia, Africa, China, India, South Africa, New Zealand and USA. Find out more at [www.gailschools.org](http://www.gailschools.org)



## Curriculum and tradition of academic success

**"I worked hard this last year and had hoped to meet my conditions, but to find out that I did more than that was an added bonus. Robert Gordon's is the best school I could have asked for. This place really guided me to who I am now. Joining P6 from England was an adjustment but Aberdeen and this school are so welcoming no matter where you come from."**

Louise, S6 pupil

The school follows the Scottish Curriculum, based on the 'Curriculum for Excellence' but taking account of the needs and potential of the pupils. In the Junior School specialist teaching is provided from the youngest age in Art, Drama, Languages, Music, Physical Education and Science. In the Senior School, pupils follow a common course, then choose 8 subjects leading to National 5 qualifications (with some National 4). In S5 most pupils sit five Higher grade exams, across 24 subjects. In S6 pupils choose from 33 Highers and 24 Advanced Highers, and enhancement courses.

Robert Gordon's tradition of academic strength and the high quality learning and teaching available to pupils was underlined this year by the highly successful [inspection report](#) from Her Majesty's Inspectors of Education. The inspectors noted that **"Learning and teaching is of high quality and there are examples of outstanding practice. Children and young people enjoy learning and respond very well to the caring ethos."**

The school's tradition of academic success is demonstrated by strong exam results year on year. This summer 64 pupils in Fourth Year achieved eight straight A passes in their National

5 and Intermediate 2 examinations with 91% of all grades being either at A or B. 62 S5 pupils achieved five or more straight A passes at Higher. The A-B Higher pass rate is at its highest point of 85%, with 4 out of every 5 grades being at A or B. In S6 77% of Advanced Higher grades are at A or B and 96% of S6 Leavers go on to Higher or Further Education, mostly in Scotland but also to universities in England including Oxford, Cambridge and London.

We have an open presentation policy in the belief that each individual pupil should be given the chance to show how well they can do.

## Outside the classroom: opportunity and choice

Academic strength sits side by side with the school's unrivalled choice of extracurricular and sporting opportunity (over 90 clubs and societies are available).

Beyond the classroom there are so many ways in which pupils can join in the life of the school. As well as the fulfillment of doing an activity well, the sense of participation which comes from playing in an Orchestra or Hockey team, or completing the Duke of Edinburgh's Award hike, will often remain among the best memories of schooldays.

Classroom progress is enriched and pupils' sense of community developed through participation in clubs and societies, programme of excursions both locally and further afield, and involvement in teams and in the Performing Arts.

## Facilities and resources

**"I have also loved the facilities available such as the new Science and Technology Centre and the new Theatre and the opportunities that have arisen through this."** Rachel, S6 pupil

£25 million has been invested in facilities since 2009. Pupils have access to Junior School 360-degree classrooms, The Craig Centre for Performing Arts and The Wood Foundation Centre for Science and Technology (the UK's largest school teaching facility for Science and Technology and a regional centre of excellence), onsite swimming pool, and 39-acre Countesswells Sports Fields.

Further planned investments include "Greening the Campus," creating more green space and social areas for pupils, and the onsite Sports Centre development.

All staff and Senior School pupils are equipped with iPads as part of the school's commitment to our digital learning strategy. We take pride in keeping up to date with changes in pedagogy and educational technology that improve education.

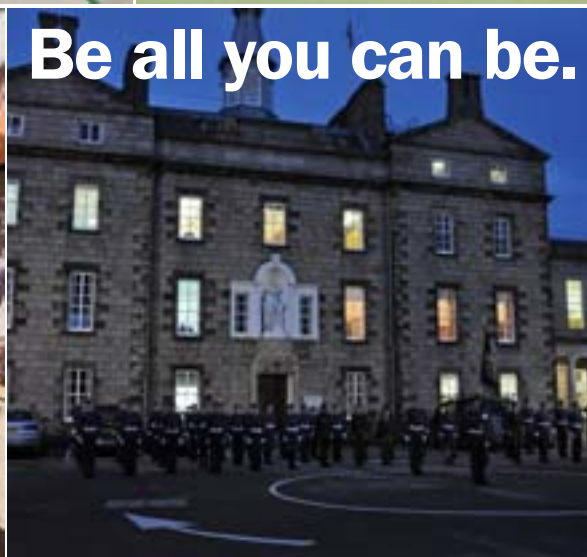
## Pastoral care

**"The aspect of Gordon's that particularly helped me on the way to where I am going now was specific people. The support and guidance I've received in Gordon's has been massive in terms of getting to where I am."** Anthony, former pupil

Gordon's is a family school. A House system features a high level of pupil involvement in an imaginative programme of competitions. Houses are linked to the strong pastoral structure involving Form and Guidance staff and a supportive programme of personal and careers education. The school has developed an ethos in which pupils from all backgrounds flourish in an atmosphere of mutual tolerance and respect, emphasising high standards and concern for others.









## Aberdeen City

"The Granite City" is the third largest city in Scotland and the region is home to approximately 475,000 people. This international, cosmopolitan city strikes the perfect balance of city life and outdoor adventure. It is no surprise that Aberdeen was ranked as Scotland's best city to live and work in 2013.

## Aberdeen

Aberdeen is an international city with a strong regional economy rooted in the oil and gas industry. It is both an agricultural heartland of Scotland and a hub of the food and drink industry. Aberdeen offers awe-inspiring countryside and coastline, and is one of the few major UK cities with over 5km of sandy beaches at its doorstep.

The city has three museums, four shopping malls, two city centre parks, excellent restaurants and 10 major cultural festivals throughout the year. Aberdeen has won the "Britain in Bloom" contest a record number of times and The Institute for Economics and Peace distinguished the area as one of the most peaceful places to live in the UK.

## Housing

The city offers a broad housing market from modern new builds to stunning granite stone houses. The average cost of housing in Aberdeen is 5.7% lower than Edinburgh.

## Getting around

Aberdeen's International Airport connects the city to 45 destinations. Flights to London are just over an hour flying time and there are excellent rail and bus routes connecting to the rest of the UK.

## Climate

The region is the driest in Scotland with Aberdeen experience lower than average precipitation throughout the year.

## Find out more:

[www.visitscotland.com/info/towns-villages/aberdeen-p244841](http://www.visitscotland.com/info/towns-villages/aberdeen-p244841)

[www.talentscotland.com/live/locations/cities-and-regions/aberdeen-city-and-shire](http://www.talentscotland.com/live/locations/cities-and-regions/aberdeen-city-and-shire)

[www.aberdeencity.gov.uk/home/home.asp](http://www.aberdeencity.gov.uk/home/home.asp)

[www.aberdeeninvestlivevisit.co.uk](http://www.aberdeeninvestlivevisit.co.uk)

<https://aberdeenfestivals.com>

[www.aspc.co.uk/information/areas/Aberdeen](http://www.aspc.co.uk/information/areas/Aberdeen)







### Birth of Robert Gordon in Aberdeen.

Robert Gordon was born in Aberdeen in 1668, the first and only surviving son of advocate Arthur Gordon and his wife Isobel Menzies. His grandfather was Robert Gordon of Straloch, one of the early map-makers of Scotland. After the death of his father, Robert decided upon a career as a merchant and at the age of just 15 he was enrolled as a Burgess of the City of Aberdeen. After graduating in Arts from Marischal College in 1689 he settled in Danzig on the Baltic coast, now Gdansk in Poland. Here he ran a successful business as a merchant for some 30 years. On returning to Aberdeen about 1720, he continued to amass a considerable fortune by trading and money lending. He never married. With no descendants to consider, he conceived the idea of leaving his money to found a 'Hospital', a residential school for the education and accommodation of poor boys.

**1732**  
Main  
structure  
of the Auld  
Hoose  
completed



**1746** Hospital used as Fort Cumberland  
After the cost of building the Auld Hoose, the Governors had to wait for a return on their investments before they could afford to admit pupils. As a result, the building lay empty when the Duke of Cumberland passed through Aberdeen in 1746 in pursuit of the Jacobites. He used it to garrison some 200 of his troops and the Hospital was converted into a temporary fort, surrounded by a ditch and protected with a palisade.

**1772**  
First charter  
granted to the  
Governors

**1816**  
Death of  
Alexander  
Simpson  
of Collyhill,  
leaving money  
to the College

**1881**

Provisional Order permitting the Governors to convert the Hospital into a day school.

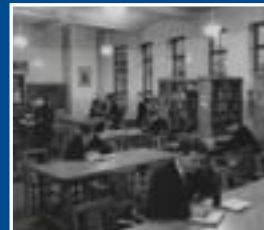
By the late nineteenth century there were new ideas in education. It was felt that poor boys should not be segregated from their families in residential schools and the governors also realised that they could educate more boys if they could save money on accommodation. They decided to apply for the Hospital to become a fee-paying day school and to use Robert Gordon's money to provide foundations and bursaries for the poor.

**1926**  
Kindergarten opened



**1938**  
First library  
opened  
beside  
MacRobert  
Hall from  
a bequest  
by Peter  
Scatterry

**1965**  
Science/Art block opened



**1968**  
New library  
opened on  
present  
site

**1985**  
Robert Gordon's College becomes fully independent school

**1992**  
Opening of new playing field at Countesswells  
After sport was played for some 70 years at Seafield, pupils saw a new Playing Field open in 1992 at Countesswells.

**2010**  
New Junior  
School  
officially  
opens



## Timeline

**1729**  
Hospital founded by  
Deed of Mortification

In 1729 he wrote a Deed of Mortification bequeathing his entire estate to a board of Governors with very definite instructions regarding the setting up and running of his school. He chose where he wanted his Hospital to be built, on the site of a former monastery of the Dominicans or Black Friars on Schoolhill in the centre of Aberdeen.

**1731**  
Death of Robert Gordon  
When Robert Gordon died in April 1731 at the age of 63, his body lay in state in Marischal College and he was honoured with a public funeral. He was buried in Drum's Aisle in the Kirk of St Nicholas. A plain white marble tablet was later erected by the Governors in 1857 praising the merchant "who liberally endowed the Hospital piously designed by him for the maintenance and education of youth". It is here that Robert Gordon is remembered each year by the laying of a wreath on Founder's Day.

**1750**  
Hospital opens with  
14 pupils



**1830-33**  
Addition of the  
East and West  
Wings, designed  
by John Smith

**1882**  
Robert Gordon's  
College opens with  
360 boys

**1911**  
East Wing  
destroyed  
by fire.  
Construction  
of temporary  
wooden  
buildings



**1933**  
Introduction  
of prefects

**1930**  
The House  
System  
introduced -  
Blackfriars,  
Collyhill,  
Sillerton and  
Straloch

**1925**  
Official Opening of  
playing field and pavilion  
at Seafield.  
Junior School opened

**1937**  
Swimming Pool officially opened.  
First Otaki Scholar William  
Anderson visits New Zealand.  
The Otaki shield is awarded every year to the School Captain. It commemorates a sea battle involving a former pupil Archibald Bisset Smith, Captain of the SS "Otaki", the New Zealand shipping company Steamship, during the First World War. The ship was attacked by a German raider and Captain Smith died when the ship sank. He was awarded the Victoria Cross posthumously for bravery and in 1937 his family presented a shield to the College as a memorial which is awarded annually to the senior boy who is judged to be 'pre-eminent in character, in leadership, and in athletics'.

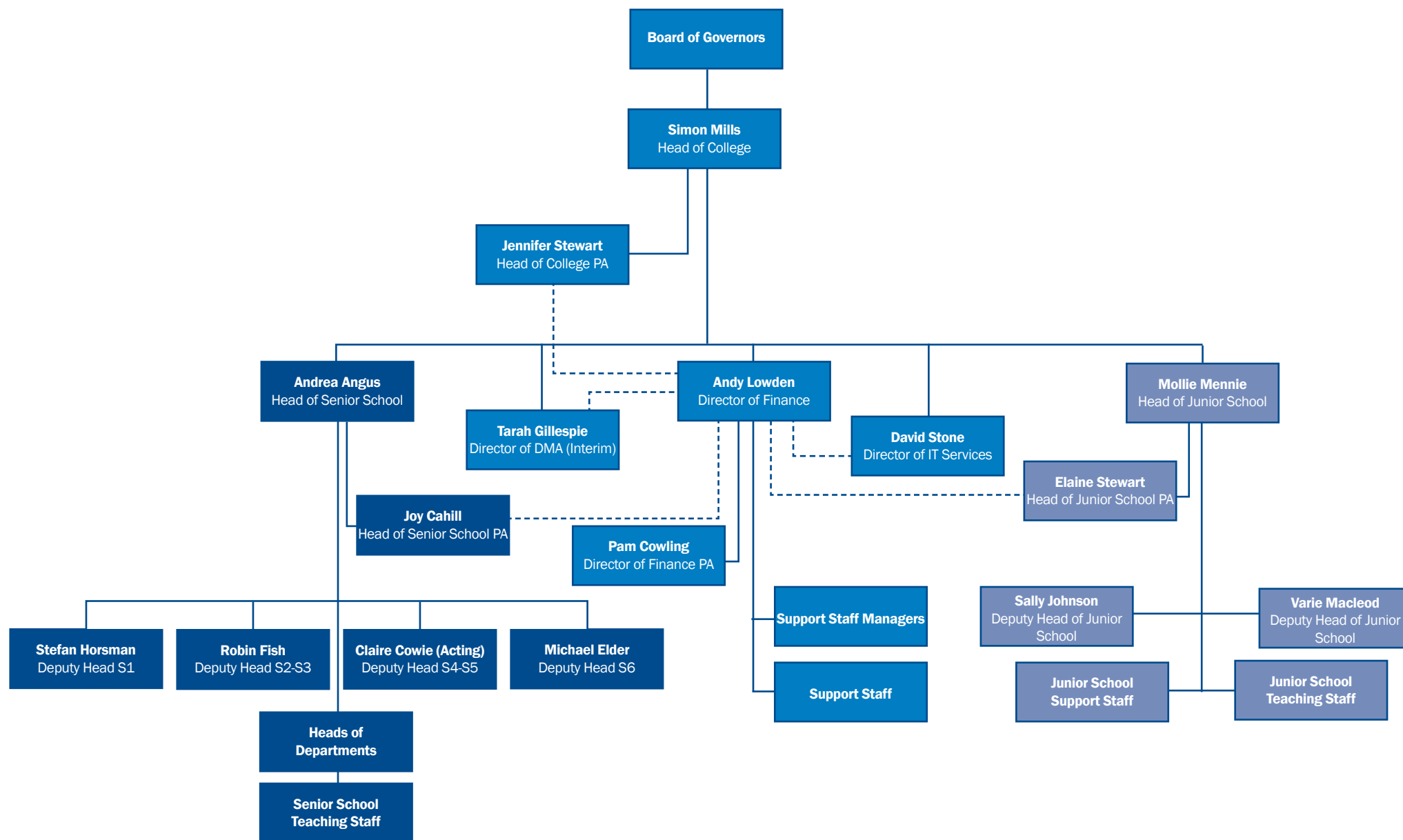
**1993**  
Completion  
of Blackfriars  
building

**1989**  
Introduction of co-education.  
First 71 girls arrive in August



**2000**  
250th  
Anniversary

**2016**  
The Wood Foundation  
Centre for Science  
and Technology and  
the Craig Centre for  
Performing Arts are  
officially opened by  
HRH The Princess Royal







## Senior Management Team Remits 2016-17

### Simon Mills

- Overall running of the College
- Strategic Planning (medium/long term)
- Annual Whole School Improvement Plan
- Quality Assurance
- Attendance at meetings of Board of Governors and Committees (Finance, Education) and Sub-Committees (Development, Scholarship, Staff Affairs)
- Selection of pupils and staff
- Staffing levels: structure and deployment
- Meetings with Whole School and Senior School SMT, Head of Junior School and staff
- Finance – liaison with Director of Finance / Bursar
- Liaison with Director of ICT
- Participation in HMC, SLS and SCIS
- Liaison with Parents' Association and Parental Liaison Groups
- Marketing, advertising and publications – with Director of DMA
- Development, fundraising and alumni relations – liaison with Director of DMA
- Prospectus, Quadrangle and overview of other publications
- Overview of Policies
- Buildings and equipment – liaison with Director of Finance/Bursar
- External relations
- Representation of the College at public events
- Admissions – liaison with Admissions Officer
- Overview of Head of Outdoor Education
- College Self-evaluation

### Andrea Angus

- Day-to-Day running of the School
- Deputising for Head in his absence
- Discipline and Support S1 – S6
- Co-ordinator of Guidance and Careers
- Staff matters – leading the weekly Senior Staff meeting
- Departmental Development Planning
- Staff Handbook
- Overview of the Quality Assurance System
- Assembly programme
- Overview of UCAS including Early Applications
- Form Teacher and Head of Guidance Management
- House System
- School calendar
- Organisation of major school events
- Continuing Professional Development – Students, New Staff Induction, Probationers, Professional Review and Development and In-Service
- Liaison with Support Staff and Nurse
- Open Morning
- Overview of SQA procedures
- Approval for Out of School Activities
- Chair and organise Senior Leadership meetings, Heads of Department meetings
- Chair and organise SMT meetings
- Attendance at meetings of the Gordonian Association Executive Committee, Development Committee, Education Committee, Staff Affairs Committee, Digital Strategy Group and Finance Committee
- Senior School Self-evaluation
- Member of the Development Committee
- Subject links: Mathematics, Music



## Senior Management Team Remits 2016-17

Responsibilities are divided two ways: by age group and by area of school life. This provides a matrix management model by which the members of the team dealing with any given issue will bring expertise relating to the pupils involved and the area of school life. Each member of SMT is responsible for creating and taking forward a part of the annual School Improvement Plan.

The College Strategy Group (CSG) consists of the Head of College, the Heads of Senior School and Junior School, the Deputy Heads, the Director of Finance, the Director of IT and the Director of Development, Marketing and Admissions.

### Mike Elder Deputy Head of S6

- Head of Sixth Year
- Enhancement courses
- Leavers destinations/records
- Burnett Scholarships
- S6 Post-exam programme
- Sixth Year Council, Yearbook, Dance, Student Leaders
- Colours and Merit Awards
- Leadership Committee
- Reporting
- College Prefects/Captains Committee
- UCAS Steering Group
- Former pupil references
- S6 progress monitoring
- Deputising for HoSS when absent
- Selection and oversight of S6 pupils employed as After School Club Support Workers

Subject links: Classics, Drama, Psychology, RMPS

### Claire Cowie Deputy Head of S4 – S5

- Timetable
- Liaison with Heads of Department and Junior School
- Liaison with Head of College and Head of Senior School on staffing
- Publication of timetable
- Cover
- Accommodation
- Curriculum (including liaison with JS and chairing Curriculum Committee)
- National Qualifications
- Subject Choice
- S4 Information Evenings
- S4 YPI
- S4/S5 pupil monitoring
- S5 Projects

Subject links: Biology, Computing, English, Physics

### Robin Fish Deputy Head of S2 – S3

- Overview of PSHE programme
- S3 examinations
- Wider achievement (including Clubs and Societies)
- S2-S3 transition (S2 information evening)
- Child Protection
- Booklists
- Pupil Council
- S2/S3 pupil monitoring
- S2/S3 Projects
- Line management of the Guidance Team
- Management of pastoral developments including Form Teachers
- Rights Respecting Schools Award

Subject links: Art, PE, Technology, Guidance

### Stefan Horsman Deputy Head of S1

- Learning and Teaching
- Sharing good practice
- Homework policy
- Monitoring and tracking
- Study skills
- Co-ordination of PTs (Learning) including remits
- Transition (including liaison with Primary Schools/RGC)
- S1 Induction
- S1 Entrance Test
- AET and Bursary liaison
- Accessibility Policy
- S1 Projects
- Sustainability Committee
- S1 pupil monitoring
- Line management of the Library

Subject links: Chemistry, History, Geography, Modern Languages



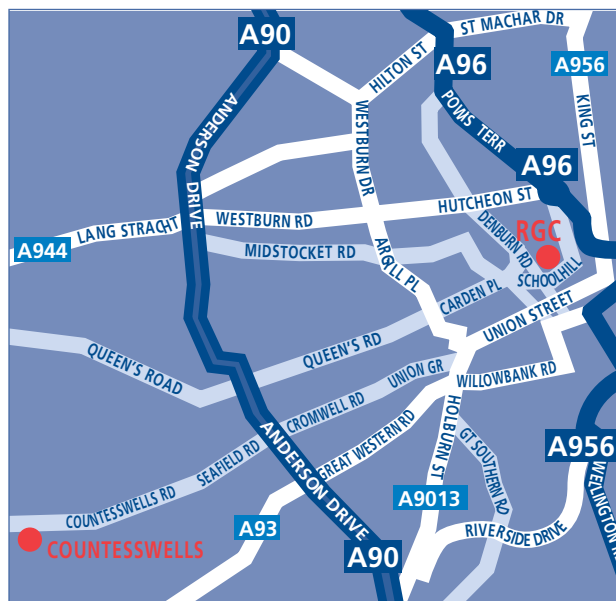


Exam Results 2015 - 2016							
Junior School	Attainment in Literacy and Numeracy is outstanding and well above the national average.						
S4 National 5							
	Year	% Grades A	% Grades A - B	% Grades A - C	No of pupils achieving As in National 5		
	2016	74	91	96	64		
	2015	70	88	96	63		
	2014	72	89	96	67		
S5 Higher Grade					No of pupils achieving As in all 5 Highers	% of pupils achieving 5 Highers	% of pupils achieving 3+ Highers
	2016	61	85	95	62	74	96
	2015	56	81	94	54	79	97
	2014	58	79	93	52	73	94
S6 Advanced Higher					% of pupils going on to Higher and Further Education		
	2016	49	77	91	96%		
	2015	43	70	86	96%		
	2014	46	72	89	96%		

Scottish year group equivalencies for England				
Age	Scotland	Scottish Curriculum Exams (taken at end of year)	England	USA
3 - 4	Nursery		FS2	Pre-School
4 - 5	Primary 1		Year 1	Kindergarten
5 - 6	Primary 2		Year 2	Grade 1
6 - 7	Primary 3		Year 3	Grade 2
7 - 8	Primary 4		Year 4	Grade 3
8 - 9	Primary 5		Year 5	Grade 4
9 - 10	Primary 6		Year 6	Grade 5
10 - 11	Primary 7		Year 7	Grade 6
11 - 12	Secondary 1		Year 8	Grade 7
12 - 13	Secondary 2		Year 9	Grade 8
13 - 14	Secondary 3		Year 10	Grade 9
14 - 15	Secondary 4	National 5	Year 11	Grade 10
15 - 16	Secondary 5	Highers	Year 12	Grade 11
16 - 17	Secondary 6	Highers / Advanced Highers	Year 13	Grade 12



## How to find us



By Car: From North: A90 route: Driving on the A90 towards Ellon, take the 2nd exit at the roundabout onto Ellon Road - A956. Continue on this route, at the next roundabout take the 2nd exit onto King Street. Continue onto Union Street - A9013. Turn right at 2nd set of traffic lights onto Broad Street, then left at the next set of traffic lights onto Upperkirkgate. Continue on this route to Schoolhill, turn right then through the College gates.

A96 route: Continue along the A96 Inverurie Road, which becomes Auchmill Road. Go through two roundabouts. At the third roundabout, take the 3rd exit onto Gallowgate. Turn left and stay on Gallowgate. Turn right at Upperkirkgate and continue on this route to Schoolhill, turn right then through the College gates

From South: Driving on the A90, take the 2nd exit at the Bridge of Dee roundabout. Cross the Bridge of Dee, take the 3rd exit at the next roundabout onto the A9013. Continue to Holburn Junction, turn right onto Union Street. Go through 3 sets of traffic lights, turn left onto Union Terrace B983. Turn right at Rosemount Viaduct, continue on to Schoolhill past mini-roundabout, take next left then through the College gates.

By Train: we are within 5 minutes walking distance of Aberdeen Train Station.

By Bus: we are within 5 minutes walking distance of Aberdeen Bus Station (which is located next to the train station).

By Air: we are around 7 miles from Aberdeen Airport. You can get a bus or taxi from the airport which would take 15-30 minutes depending on traffic.