



NOW RECRUITING

Head of Department  
Learning Support

Glenalmond College

Est. 1847

# Glenalmond at a Glance

100+



SPORTS' TEAMS

117



DEDICATED STAFF

## 26 A levels

to choose from

48%

A\*/A

A level



56%

A\*/A

GCSE

80+ ACTIVITIES



Est.

1847

1:7



STAFF: PUPIL RATIO



16 HIGHERS

## Welcome to Glenalmond

From my very first visit to Glenalmond, the College has impressed: it enjoys one of the most beautiful locations of any school in the country but is only a short distance from both Edinburgh and Glasgow, or even London.

It is an exciting and restless place of learning that takes seriously the serious business of study, but it is also a place of activity, of warmth and most importantly, of community. Glenalmond is holding on to what is best from the past while equipping the pupils for tomorrow with a vibrant and modern education, shaped by the community in which the pupils and the teachers live, learn, and play.



A Glenalmond education is challengingly simple, and the aspiration for every pupil is to be decent, to have clear values, and have the courage to stand by them. The pupils have the best academic education they can so that they face the future with the greatest number of choices, while experiencing a rich range of opportunities; these develop competence which, in turn, provide confidence.

A foundation of clear values, confidence drawn from wide-ranging competence, and sharp minds able to synthesise, interpret and evaluate complex problems help young adults to respond with agility and lead in this ever-changing world.

As Warden, it is my privilege and my happy responsibility to identify people to join this close community. We are a dedicated staff who begin each day with excitement - excitement at the impact we will have on others, excitement at the rewards our work offers, and excitement at the fun we will have. I hope you too will feel this as you help shape the lives of the young people in our care but also preserve what makes Glenalmond so very special.

I look forward to welcoming you to Glenalmond.



Dr M. P. Alderson  
Warden





## **A Glenalmond Education**

It is easy to identify a good school as one with good results, victories on the sports' pitch, and virtuoso musicians – and Glenalmond has all these – but the ultimate test of any community is in its courage and integrity and whether the people are good.



So what is a Glenalmond Education?

Simply, this:

- we want pupils to be decent, to have clear values, and have the courage to stand by them;
- we want pupils to have the best academic education they can so that they face the future with the greatest number of choices;
- finally, we want them to experience a rich range of opportunities as these will develop competence which, in turn, will provide confidence.





## Introduction

Founded in 1847 as the College of the Holy and Undivided Trinity, Glenalmond's original purpose was to combine 'General Education with Domestic Discipline and Systematic Religious Instruction'; from the very beginning, the College was destined to be a community in which the serious business of study was taken seriously and in which both pupil and teacher would live alongside one another.

Glenalmond is set in the stunning Perthshire countryside and enjoys magnificent grounds of over 300 acres in an unrivalled setting at the edge of the Highlands, offering the peace and beauty of the natural environment with all the excitement that a vibrant community of learning offers.

Since 1990, Glenalmond has been a fully co-educational boarding and day school, and now educates over 360 pupils aged 12-18, divided equally between girls and boys, and of whom over three quarters are full boarders and the remaining day pupils. While Chapel remains a central feature of daily life, the College is a modern, open, and diverse community, and welcomes pupils of all faiths and none. Pupils follow GCSE and A-level curricula, although some opt for Highers, and the Sixth Form is the ultimate and exciting final stage to a Glenalmond education which sees all progress to university or their chosen next destination.

The education the College offers – the academic, the co-curricular, and the individual's character – are of the highest quality. The highest priority is given to our academic achievement, but we ensure that our value added tells a story of individual success. We know our pupils and, importantly, their families, and outstanding pastoral care is the hallmark of Glenalmond, and through a varied enrichment and co-curricular programme, we challenge the pupils as individuals and collectively as a body.

To be a pupil here is to experience a sense of sheer excitement and the vibrancy of a life where its strength lies in our community. A cohesive group that lives and belongs together, that shares the same values, that looks out for and cares for one another, challenges each member to excellence, contributes to the common goal, offering a helping hand when needed, and shares successes.

As the College approaches 2022, we will proudly celebrate our 175th anniversary, while using our heritage and tradition as a foundation for innovation in teaching, in staff development, and our use of technology to awaken curiosity and to frame the questions of tomorrow.



## Location

Set against the dramatic backdrop of the Highlands, Glenalmond enjoys one of the most beautiful locations of any school in the country but is only a short distance from both Edinburgh and Glasgow, or even London.



## The Site

Glenalmond College is located in 300 acres of stunning countryside in rural Perthshire; its extensive campus comprises significant grounds, historic, listed early Victorian buildings as well as more modern developments.

The city of Perth is just over 10 miles away with easy access by motorway to Stirling and Dunblane.



## **The Position**

### **Head of Learning Support**

This position represents an excellent opportunity for a well-qualified individual to lead the delivery of Learning Support within the College.

Glenalmond College seeks to appoint a suitably qualified Head of Learning Support from the Trinity Term 2021 [Monday 19th April]. The position is full-time and will suit an experienced, qualified teacher who wants to lead a very successful department. The candidate will oversee the Learning Support team to ensure that appropriate help and provision are given to individual pupils to help them achieve their academic potential and be successful.

All staff at Glenalmond are expected to contribute fully to the extra -curricular and boarding life of this busy and successful school.

Glenalmond College is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks with previous employers, including a PVG check with Disclosure Scotland.

Glenalmond College is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.

## **The Department**

Learning Support is an integral part of the curriculum in all years at Glenalmond. It allows all pupils to receive the support they need, to fully access our curriculum.

## **Staffing**

The Head of Learning Support currently manages a team of three members of staff, including a full-time teacher and two learning support assistants. There is a strong emphasis on teamwork, mutual support, and the sharing of teaching and learning opportunities.

## **Resources & Accommodation**

At Glenalmond, Learning Support is housed in a purpose-designed suite of rooms which includes a large teaching space and two dedicated smaller rooms for one to one or small-group teaching. In addition, learning support assistants provide individual help to pupils within the curriculum, accompanying pupils to lesson and providing bespoke support where necessary. Throughout the College, Google's G-Suite is used in the teaching of all lessons. The Department also has a set of laptops for pupils to support their learning although most pupils have their own device. Reading pens have also recently been purchased as an aid to pupils who need them.

## **Pupils**

On admission, all pupils are screened to establish learning needs in addition to reports from previous schools.

## **Other Activities**

In addition to our normal lessons, we also offer lunchtime prep clubs where pupils can come to get extra support with the completion of assignments and prep.





## **Job Description**

### **Key Function**

To lead and manage the department with overall responsibility for the delivery of Learning Support within the College.

### **Line Management**

Responsible to the Sub-Warden [Academic]

### **Specific Duties**

- to develop and oversee the implementation of the College SEND strategy and policy;
- to oversee and administer cognitive assessments for all pupils, to identify needs and monitor progress;
- to oversee the production of all individual pupil learning plans;
- to maintain an accurate and up-to-date database of pupils with SEND;
- to liaise with the Examinations' Officer and Heads of Department in relation to access arrangements for internal and external examinations;
- to make referrals and to liaise with professionals outside the College to support individual pupils' SEND needs;
- to prepare advice, guidance, and training to teachers on how to support pupils with SEND;
- to maintain an up-to-date working knowledge of JCQ examination regulations;
- to maintain familiarity with the Centre Administration Portal as part of the JCQ Access Arrangements Online;
- To monitor the quality of departmental teaching and learning;
- To be responsible for the departmental handbook;
- To promote the subject within and outside the College;
- To monitor pupil performance and achievement;
- To develop and lead departmental and College strategies to support progression for pupils with SEND;
- To liaise with the Warden and Sub-Wardens regarding the selection and appointment of departmental staff;
- To be responsible for routine departmental administration;
- To perform any other reasonable duties as directed by the Warden or Sub-Warden.



	Essential	Desirable	A/I
<b>Professional</b>			
Strong academic background	✓		A
Degree from recognised university in relevant subject	✓		A
Relevant teaching qualification [QTS]		✓	A
PAPAA [or equivalent Level 7 qualification]		✓	A
Full up to date working knowledge of JCQ examination regulations		✓	A
Be familiar with workings the Centre Administration Portal as part of the JCQ Access Arrangements Online	✓		I
Have full knowledge of the 'normal way of working' practices within a centre	✓		I
Have up-to-date experience of administering and interpreting a wide range of psychometric testing [including those used for screening].	✓		A
Have up-to-date knowledge of current SpLD theory and practice		✓	I
Excellent and effective classroom management skills	✓		I
Confident use of echnology in the classroom		✓	I
Ability to manage change and improvement		✓	I
Managing budgets		✓	I
Able to analyse data effectively	✓		I
High level of IT skills		✓	I
<b>Personal</b>			
Conversant with educational and curricular developments		✓	I
Good command of spoken and written English	✓		A
Able to work on one's own as well as in a team	✓		I
Able to motivate and consult with staff	✓		I
Ability to support the co-curricular life of the School	✓		I
Experience of running enrichment activities for Learning Support	✓		I
Effective mentoring skills		✓	I
A passion for Learning Support	✓		A
Able to lead, manage, and motivate others	✓		I
Able to inspire, to teach and motivate learners	✓		I
Awareness of safeguarding issues, legislation, and good practice	✓		I
To uphold the School's core values publicly	✓		I
To be organised with the ability to prioritise and work to deadlines		✓	I
Have an excellent punctuality and attendance record	✓		A
Be of smart professional appearance		✓	I
Have a willingness to engage in further training		✓	A
Willingness to promote the subject throughout the School		✓	I
Confident and authoritative	✓		I
Effective and confident communicator	✓		I



## **Terms**

### **Hours of work**

This is a full-time post.

### **Salary**

The College has its own pay scale and accommodation may be available as part of the role.

We can offer you a competitive salary, complimentary refreshments during hours of work, a good working environment as part of a close-knit team, and the possibility of opportunities for the role to grow and develop.

### **Pension**

The College provides a workplace pension and is a member of the Scottish Teachers' Pension Scheme.

### **Other Benefits**

Fee concessions are available for staff children who attend Glenalmond and there are various reciprocal arrangements with local Prep schools.

## The Application

### The Application

All applications are to be submitted on the College's application form for Teaching Staff; this is obtainable from the College website: [www.glenalmondcollege.co.uk/about-us/job-vacancies](http://www.glenalmondcollege.co.uk/about-us/job-vacancies)

Please complete this form and submit this together with a covering letter detailing your reasons for applying for the post and your suitability for the position. Please return completed application forms electronically to the HR Manager, Mrs Barbara Clark: [barbaraclark@glenalmondcollege.co.uk](mailto:barbaraclark@glenalmondcollege.co.uk)

### The Deadline

The deadline for all applications is Friday 15th January 2021 but please feel free to submit your application as soon as possible.

Interviews are planned take place in week commencing Monday 18th January, although we reserve the right to interview and appoint at any time in the recruitment process.

### The Interview

The interview process will include the teaching of a lesson, the opportunity to meet departmental colleagues, as well as visit the College. Further details and a schedule will be provided in advance of the interview.

*In the event that an in-person interview is not possible owing to COVID restrictions, an amended process will take place using an on-line video conferencing platform.*

*Final arrangements will be confirmed in light of the latest guidelines after shortlisting has taken place, and details and a schedule will be provided in advance of the interview.*

### Safeguarding

Glenalmond College is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks with previous employers, including an enhanced check with Disclosure Scotland. Appointments will be conditional on references acceptable to the College and sight of original qualification certificates.

### Equal Opportunities

Glenalmond College is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.





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