



Albyn School

Lower School Class Teacher

Fixed term maternity cover from August 2019 to June 2020

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 380 pupils aged 12-18.

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.

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.

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 Lower School

Albyn's Lower School for pupils aged 5-12 is located in a three storey purpose-built building opened in 2007. There are seven year groups in the Lower School each consisting of two forms (three in Lower 7 for 2018/19). The average class size is just over 20 and thus there are around 270 pupils in the Lower School as a whole. Specialist teachers from the Upper School help with the teaching of art and design, modern languages, music and PE. Nearly all pupils progress from the Lower School to the Upper School from L7.

Job Purpose

To deliver a high quality education to pupils in the Lower School in accordance with the School's policies and curriculum.

Job Description

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

Teaching:	Prepare lessons thoroughly and imaginatively; Assist in the education and development of teaching materials and courses in accordance with the lower school curriculum. Prepare and present pupils for assessment in accordance with School policies.
Policy:	Participate in Lower School policy development and implementation;
Pastoral:	To be responsible for the welfare of all pupils in the class, maintain good discipline at all times and safeguard the pupils' health and safety. Successful candidates will also help undertake some supervisory roles of children e.g. supervision at break time.
Reports:	Report and discuss pupils' progress with their parents;
Administration:	Undertake all administrative tasks associated with the class and contribute to the effective administration and organisation of the School.
Extra-curricular:	Offer an extra-curricular activity each term that will enhance the all-round education of pupils.
CPD:	Demonstrate a willingness to participate in Continuing Professional Development and training;
Whole School:	Assist in the preparation and realisation of whole school activities and events and undertake other duties as negotiated with the Head of Lower School and/or the Headmaster.

Person Specification

Qualifications

- A degree from a recognised institution of higher education;
- A primary teaching qualification;
- Registration or eligibility for registration with the General Teaching Council of Scotland.

Knowledge and Experience

- Knowledge of current issues, courses and developments in primary education;
- Recent experience of primary teaching is desirable.
- Knowledge of science subjects may be an advantage.

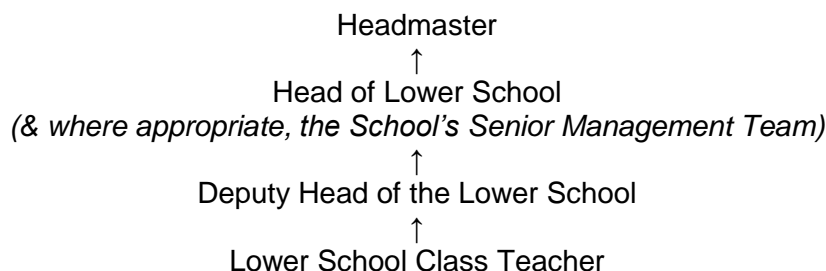
Special Aptitudes and Skills

- Ability to organise efficiently;
- Ability and willingness to show initiative;
- Ability to work within a team;

- Flexibility, enthusiasm and a good sense of humour;
- Proficient ICT skills;
- Ability to communicate effectively and appropriately with pupils, colleagues, parents and Governors.

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



Salary

- 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.
- 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.

Benefits

- Please see the attached document for the most up to date staff benefits. *Benefits are non-contractual and may be amended by the School from time to time.*

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 using the **TES online application form** 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 22 March 2019. **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**