



Albyn School

Teacher of Physical Education & Games

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.

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.

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 PE and Games Department is led by the Head of PE and Games, Mr James Lamont, and there are six full-time teachers plus additional part-time staff.

The Department offers PE and Sport to both the Lower School (primary) and Upper School (secondary). Teaching facilities at school include a gymnasium, school hall and large playground area which accommodates both tennis and netball courts. The school playing field facility is at Milltimber (5 miles west of the city) to which the pupils are bussed for afternoon Games sessions. In addition to an attractive pavilion, 2 hockey pitches, 1 football pitch and an athletics track are provided on a 2-tier grass layout and 4 tennis courts / 2 netball courts on a “En-Tout-Cas” surface. Rowing has been introduced for a number of Upper School pupils who boat from the Robert Gordon’s University Boathouse.

A broad range of sporting activities are taught by the PE and Games staff including hockey, netball, athletics, swimming, football, tennis and rowing. The School also offers PE at National 5 and Higher Grade levels.

There are other minority sports offered by the School and a substantial co-curricular sports programme is run by PE staff. The successful applicant would be expected to contribute to and complement the sporting programme of the Department.

Job Description

To teach PE and Games to pupils in the Lower and Upper School contributing to the co-curricular programme of sporting activities that take place during and after the School day and at weekends. Expertise in either Hockey, Football, Athletics, Tennis, Netball, Skiing and Rowing would be an advantage.

The successful candidate will be expected to coach two evenings per week and a Saturday morning during term time, they will also be expected to participate in early morning and lunchtime training sessions. (There is an additional allowance of £2,000 per annum for PE & Games staff.)

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.

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.

Resource Management

- sharing in the management of the resources of the department in accordance with departmental policy with particular regard to the safety of equipment within the department.

Administration:

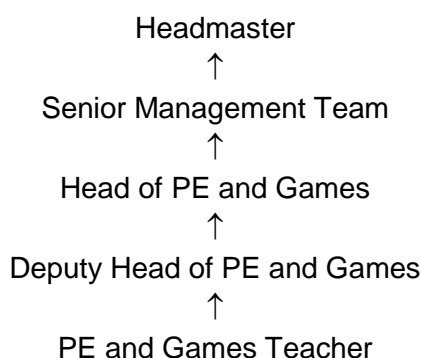
- undertake administrative tasks associated with the department and School e.g. compiling team lists; reporting to and liaising with parents etc.
- undertaking administrative tasks in relation to the presentation of candidates for internal and external examinations;
- attending Departmental meetings as appropriate.

Games and School Teams:

Under the direction of the Head of Department the successful candidate will prepare School sports teams for participation in matches, tournaments and championships liaising where appropriate with schools and other sporting bodies. It is expected that the successful candidate will undertake three evening training sessions and will be involved in a weekend commitment to training teams or refereeing matches for which an additional allowance is paid in addition to their salary.

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 PE;
- Knowledge of current issues and development in PE;
- An ambition to achieve competitive success with School teams;
- A current and active commitment to co-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 in teaching Physical Education courses to (National 5, Higher Grade, GCSE or A Level) is desirable.

Salary

- The salary scale for the post is £24,251 to £38,688 depending on qualifications and experience. There is an additional allowance of £2,000 per annum for PE & Games staff.

Benefits

- Staff discount on Tuition Fees
- Relocation package will be offered to those moving into the area.
- Death in Service
- Employee Assistance Programme – Unum Lifeworks
- Personal Accident Insurance
- Malmaison Spa Discounts
- Free Parking for Senior / Long serving members of staff
- Sports kit clothing provided for those involved in selected extracurricular or PE activities
- Free access to individual pension advice
- Teaching staff have around 11 days more holiday than those in the state sector
- Free use of Onsite-Gym

Albyn Employee Benefits Programme <http://albyn.employeebenefitsplaform.com> which includes:

- Cycle to Work Scheme
- Childcare Vouchers
- Discount on Gym memberships
- Retail discounts
- Affordable Technology
- Travel and Holiday Discount
- Cinema Discount
- High Street Shopping Discount
- Cashback Visa Card
- Financial Wellbeing
- Health Cash Plan
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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, Monday 19 November 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**