



Albyn School

Part-Time Teacher of Biology

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 300 pupils aged 5-12 and an Upper School of around 350 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 tranquil 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 147 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. While for much of its history it was a day and boarding school, it is now a day school. In 2005, it started to become co-educational and changed its name to Albyn School. The School is now both a company limited by guarantee and a charity. It is governed by its trustees who also act as the School's Board of Governors.

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 brand new state of the art Lower School building. The building has three floors and 14 bright classrooms that look out across Aberdeen. In 2011, a new Toddler Nursery and three additional Science laboratories were built to meet the needs of increasing numbers seeking careers in science, engineering and medicine while last summer, HRH The Duke of Gloucester opened ten new modern and spacious classrooms for the teaching of Mathematics, English and Technology. The School now has an excellent environment that marries together a contemporary and traditional architecture for the teaching of its pupils.

The School 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 Department

The Biology department at Albyn currently consists of two full time teachers and one part time teacher. The subject is taught in purpose built science laboratories with technician support. Due to the high demand for science subjects, three new science laboratories were opened in August 2011. Around 45-50 pupils each year opt to study Biology at Intermediate 2, 40 pupils study the subject at Higher level and 10+ study the Advanced Higher course. The successful candidate will be expected to be able to teach up to Higher and Advanced Higher level. In recent years, the Biology department has achieved outstanding academic results with pupils proceeding to university to read science, medicine and bio-medical sciences.

Job Description

To teach Biology to pupils and to contribute to the extra-curricular programme of the School. In the first instance we are seeking someone to teach Biology for around 8-12 lessons per week.

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.

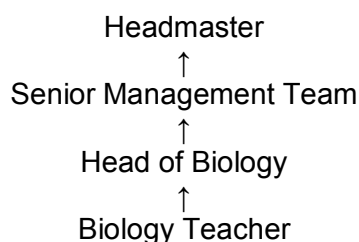
Resource Management

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

Administration:

- Undertake administrative tasks associated with the department and School e.g. 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.

Reporting Relationships



Person Specification

The successful candidate should be able to demonstrate from their application, at interview or from their references, the following:

- GTC registration or eligibility for registration as a Secondary School teacher in Biology;
- Knowledge of current issues and development in Biology;
- 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. Standard Grade, Intermediate 2, Higher Grade & Advanced Higher Grade or GCSE or A Level.

Salary and Benefits

- The salary for the post will be determined by a candidate's according qualifications and experience. For the 2013/2014 session teaching salaries will be around 4.5% higher than the SNCT scale
- 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.

Method of Application

Letters of application, including full curriculum vitae and the names and addresses of two professional referees should be received as soon as possible. We reserve the right to extend the deadline or make an appointment before the closing date if a suitable candidate is found. Candidates are urged to apply as soon as possible.

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 posted or delivered to: Mrs Susan Allan, Executive PA (HR) at Albyn School, 17-23 Queen's Road, Aberdeen, AB15 4PB. Alternatively they may be sent by e-mail to: HR@albynschool.co.uk