



# Albyn School

## Head of Business Studies

### **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 just under 390 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 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 and in August 2012, 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. We have plans to create an additional library, fitness suite, drama studio and U6 study centre.

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 Business Studies department is currently staffed by two members of staff. It offers courses in Business Management that are studied at Standard Grade (now National 5), Higher and Advanced Higher Level in the Upper School. It also delivers the teaching of Accounts to pupils in their Fifth and Sixth years. Prospective applicants with an interest in introducing Economics would be welcome as would those who would be interested in alternative syllabuses. Teaching facilities at the School include one specialist room which has computing facilities and a digital projector.

## **Job Specification**

The Head of Business Studies will have the responsibility for managing the business education for Albyn School. While the following list is not intended to be exhaustive, it outlines the principal responsibilities of the post. These include:

### **Personnel Management:**

- Management of staff and encouragement of their professional development. This may include managing probationers and supervising the work of student teachers assigned to the department;
- Undertaking staff reviews in accordance with School policy and more informal reviews of preparation, teaching and marking by members of the department;
- Exhibiting and instilling in teaching and support staff high standards with respect to both Child Protection and Health and Safety.

### **Curriculum Management:**

- Responsibility for managing the learning and teaching of the department taking account of the pace of development of the school and catering for different ability levels; responding to local, regional and national initiatives;
- Maintaining records showing set sizes, common test results, grades achieved in tests, exams, grades achieved and any other details felt to be important to the department;
- Arranging the staffing and rooming of the department's timetable in consultation with the appropriate Deputy Head

### **Teaching Responsibilities:**

- Preparing lessons and courses and teaching assigned classes;
- Assessing, recording and reporting on the work of pupils in accordance with school policies;
- Overseeing the setting of internal examinations and topic tests as appropriate and meeting any deadlines set by the Deputy Head;
- Appropriate and competent use of ICT in the delivery of the curriculum;
- Maintaining good order and discipline among pupils and safeguarding 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:**

- Overseeing pupil welfare and discipline within the department;
- Liaising with pastoral care staff and learning support staff when necessary;
- Maintaining and presenting appropriate pupil records and reports.

### **Resource Management**

- Responsibility for the annual departmental budget, ensuring that expenditure stays within the limits of the budget and that any budgets devolved to the department are managed in line with school policy procedures;
- Managing the resources of the department in accordance with school policy, in particular by reviewing and rationalising existing provision and identifying future requirements;
- Requisitioning for the needs of the department and maintaining stock control;
- Contributing to the formulation of school policy for resource management;
- Helping to ensure the safety of equipment within the department.

**Administration:**

- Undertaking the administrative tasks associated with the department and contributing to the effective administration and organisation of the school, in particular by undertaking the administrative duties relating to the department e.g. departmental timetabling, day-to-day working arrangements, and completion of returns; reporting and liaising with parents;
- Overseeing the entry of candidates for national examinations, liaising with the appropriate Deputy Head as required;
- Undertaking tasks in relation to the presentation of candidates for internal examinations; arranging and chairing departmental meetings as appropriate and meetings with other departments;
- Keeping a record of departmental and inter-departmental decisions.

**Business Education General:**

The post holder will be expected to contribute to the business education of pupils in the School apart from those undertaking business management courses. This may involve bringing in speakers to contribute to the Civics programme or similar.

**Policy:**

The head of business studies will also play a role in policy development and implementation, in particular by involvement in the development planning process; monitoring, evaluating and redefining departmental aims and policies as contained in the departmental handbook.

**General:**

The successful candidate will also be expected to contribute to the professional and extra-curricular life of the School (e.g. Young Enterprise) and undertake the responsibilities of other heads of departments such as attendance at heads of departments' meetings and the preparation of annual development plans.

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 Business Studies;
- Knowledge of current issues and development in Business Studies;
- 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 qualifications and experience. For the 2014/2015 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 but no later than 12 noon on Monday, 18 August 2014. 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 e-mailed to [hr@albynschool.co.uk](mailto:hr@albynschool.co.uk). Alternatively they may be posted to:  
Mrs Susan Allan, HR Officer, Albyn School, 17-23 Queen's Road, Aberdeen. AB15 4PB**