



Albyn School

Head of Faculty for Support for Learning

Albyn welcomes and supports all learners. The ongoing development of Support for Learning (SfL) is woven into the school improvement plan which endorses equity and opportunity for all and is rooted in HGIOS4. This is an exciting opportunity with the Head of the Faculty for Support for Learning working across the whole school community. The Head of Faculty for Support for Learning manages a team of four staff (comprising two teachers and two support assistants). This single department works with pupils across our full school age range, from Primary 1 (age 5) to Senior 6 (age 18).

We are open to the successful candidate being either a primary or secondary trained teacher. The role may also involve liaison with the Nursery and support of nursery age pupils, as required. The ideal candidate will be someone who can support the values and aims of the school, contributing to the development of the additional for learning and helping all learners achieve their potential.

Duties and Responsibilities

- Devising and delivering support to those identified with SfL needs and/or establishing strategies for use by other teaching and support staff.
- The identification of SfL needs whether by use of specific screening tests, assessments or examinations.
- Working to ensure a coherent 3-18 learning support strategy that is progressive, flexible and developmental
- Keeping abreast of statutory and regulatory responsibilities that pertain to SfL alerting the School Leadership Team of changes in these fields and ensuring compliance in these areas.
- Ensuring the appropriate documentation and periodic review of SfL needs and strategies including an evaluation of effectiveness.
- Referring any pupils whose needs go beyond those for which the School currently has resources and expertise, and seeking specialised professional help where required.
- Providing and overseeing the administration of appropriate Assessment Arrangements for pupils sitting QS public examinations in S4-6.
- Delivering and arranging staff development and training.

Teaching Responsibilities

- Preparing support material and differentiated resources, and teaching assigned pupils or classes.
- Working cooperatively in class with teachers across all subject areas and stages.
- Assessing, recording and reporting on the work of pupils in accordance with school policies.
- 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.

Curriculum Management

- Responsibility for managing the support activities, and the teaching and learning activities of the department taking into account the nature, and pace of learning, of our pupils.
- Responding to local, regional and national initiatives and catering for different ability levels and different specific learning needs and preferences.
- Maintaining records of pupils' additional support needs, Personal Support Programmes, Assessment Arrangements and any other details felt to be important to the department.

People Management

- Management of staff and encouragement of their professional development.
- Undertaking staff reviews in accordance with school policy and more informal reviews of preparation, teaching and marking by members of the Faculty.
- Exhibiting and instilling in teachers and Support Staff attached to the Faculty, high standards with respect to both Child Protection and Health and Safety.
- Discuss progress in developing leadership and management of staff, deployment of staff and resources and agree further action to meet in relation to key Development Plan indicators through regular meetings with the SLT link.

Pastoral Responsibilities

- Overseeing pupil welfare and discipline within the department.
- Liaising with pastoral care staff and the School Leadership Team as required.
- 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.
- Ordering and managing the resources of the department in accordance with school policy, in particular by reviewing and rationalising existing provision, identifying future requirements and maintaining stock control.

Administration

- Undertaking and directing the administrative tasks associated with the department and contributing to the effective administration and organisation of the school, e.g. departmental timetabling, day-to-day working arrangements, and completion of returns; reporting and liaising with parents.
- Overseeing the entry of candidate Assessment Arrangements for pupils' national examinations (National 4, National 5, Higher or Advanced Higher) in liaison with the appropriate member of SLT.
- Undertaking tasks in relation to the presentation of candidates for internal examinations and for the School's various entrance assessment arrangements.
- Arranging and chairing departmental meetings as appropriate and meetings with other departments.

Policy

The post holder 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 co-curricular life of the School and undertake the responsibilities of other Heads of Department such as attendance at Heads of Faculty meetings and the preparation of annual development plans. Attendance at a small number of events outside normal school hours is also expected, for example, but not limited to: Parents Evenings, subject choice evenings, after school or Saturday Open events, entrance assessment days for new pupils.

This job description is not intended to be all-embracing and the post holder may be required to carry out other duties as requested by the Head of School.

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS/TRAINING	<p>GTCS Registration</p> <p>First degree: no specific subject specialism required</p> <p>Relevant current teaching qualification</p> <p>Additional appropriate professional qualification including a Post-graduate Certificate in Support for Learning or equivalent qualification</p> <p>A comprehensive understanding and belief in the values and principles of GIRFEC</p> <p>Evidence of continuous professional development</p> <p>Full understanding of HGIOS as a tool for continuous improvement</p>	
EXPERIENCE	<p>Proven record of effective Additional Support teaching</p> <p>Proven record of teaching pupils with a wide range of ASN</p> <p>Evidence of an ability to plan coherent progressive and stimulating teaching programmes matched to the individual learner's needs.</p> <p>Ability to incorporate a range of innovative and creative teaching strategies and methodology</p>	<p>The ability to teach English and/or Mathematics for small groups of pupils with support needs S1-S4 as required</p> <p>Experience of presentation for SQA examinations</p>
SKILLS/KNOWLEDGE	<p>Evidence of an ability to organise and manage classes and resources to achieve appropriate, safe, stimulating and meaningful learning experiences for all</p> <p>Promotes positive behaviour and can seek and use the advice of colleagues</p> <p>Effective written and verbal communication skills</p> <p>Strong organisational skills</p> <p>Confidence in the use of ICT both to support individual pupils and in the smooth running of departmental administration</p>	<p>Involvement in producing differentiated curriculum materials for all ages and abilities</p>
PERSONAL QUALITIES	<p>A positive and child-centred individual</p> <p>Empathetic to the needs of children and young people with additional needs</p> <p>Excellent interpersonal skills with pupils, colleagues and parents</p>	

	Ability to create a happy, challenging and effective learning environment Ability to establish a rapport with pupils, engaging them in their learning Good humoured and enthusiastic Evidence of an ability to communicate clearly, making use of a variety of media including ICT. Works collaboratively with colleagues	
OTHER REQUIREMENTS	Builds positive relationships with parents, professional colleagues, the wider community and other agencies. Clear commitment to education beyond the classroom and a willingness to contribute fully to the life of the school	

Appointment Terms

The position is permanent, full time post. The salary for the post will be determined by qualifications, skills and experience.

Other, non-contractual, benefits include:

- Discount on basic tuition fees subject to the employee's child/ren meeting the entrance requirements.
- Free After School Care for the employee's child/ren – 4-6pm, Monday to Friday.
- Discounted Holiday Club fees.
- Cycle to Work Scheme.
- Benefits platform package.
- Use of the School's Fitness Suite.
- A strong, supportive staff community.

Equal Opportunities

At Albyn School we are committed to creating and promoting a diverse and inclusive workforce that fully reflects our pupils and local community. All appointments will be made on merit, following a fair and transparent process. Applications are welcome from all suitably qualified candidates regardless of age, disability status, ethnic or national origin, gender identity, marital status, political opinion, religion or belief, sex, sexual orientation or trade union membership. We particularly encourage applications from under-represented groups.

Application Process

Applicants must submit:

- a full CV (including details of all post-16 qualifications).
- a letter of application (maximum two sides of A4) explaining your reasons for applying and outlining your suitability for the role.
- the names, phone numbers and email addresses of two professional referees.

Please note the following:

- Those progressing to interview stage, will be required to show proof of their Right to Work in the UK and proof of their qualifications.
- To arrange a confidential conversation about the role, please contact the HR Manager, Susan Allan (hr@albynschool.org).
- Applications should be sent by email to the HR Manager, Susan Allan (hr@albynschool.org).

- Albyn School is committed to safeguarding children and the successful applicant will be subject to an enhanced PVG check by Disclosure Scotland.
- Candidates are urged to apply as soon as possible as we reserve the right to make an appointment before the closing date if a suitable candidate is found.

The deadline for applications is 9am Monday 16 November 2026 with interviews scheduled to take place on Friday 20 November 2026.

About Albyn School

Founded in 1867, Albyn School ('Albyn') is one of Scotland's leading independent schools, offering an exceptional education to pupils from nursery through to sixth year. Located in the heart of Aberdeen, we combine academic excellence with a vibrant co-curricular offering, a strong sense of community, and a forward-thinking approach to learning and development.

Albyn was founded on a pioneering belief in empowerment - enabling young women to attend university and access opportunities that had long been denied to them. That same principle of empowerment still defines us today. As a modern co-ed school, we believe in equipping every pupil to pursue their own path, while supporting others to do the same. This is why our school values centre on developing self-awareness, ambition, and an outward-looking mindset, so that Albyn pupils not only thrive, but contribute meaningfully to the world around them.

Our Purpose: To be Aberdeen's leading community of lifelong learners and an enduring force for good.

Our Mission: We cultivate thoughtful learners and compassionate individuals, empowering each pupil to thrive academically and personally. Inspired by our founding belief in opportunity, we champion innovation in learning, meaningful partnerships, and a deep commitment to wellbeing - so every pupil is equipped to shape a better future.

Our Vision: To lead the future of education by inspiring curiosity, building character, and expanding opportunity - just as we did when we were founded. We aim to shape a generation of changemakers ready to contribute confidently in a complex, evolving world.