Albyn School

Head of Faculty for English

Our English curriculum aims to foster a lifelong love of literature and language. Through the study of classic and contemporary texts, pupils sharpen their critical thinking, creativity, and communication skills. Whether analysing a play or crafting persuasive essays, we empower learners to express themselves with clarity, confidence, and imagination both in the classroom and beyond.

Outside of the day-to-day work of the classroom our pupils are able to experience talks and workshops from best-selling authors as well as trips to the theatre to see plays brought to life. Personal reading is encouraged through close links with the school library, reading programmes and extra-curricular book groups, as well as annual participation in the Grampian Children's Book Award.

Through co-curricular clubs, a variety of opportunities mean interested pupils can develop their poetry or creative writing skills or hone their skills in debating, for example.

The Head of Faculty will be a member of the Middle Management Team and will play a key role in shaping the academic life of the school.

Duties and Responsibilities

The principal roles and duties of the Head of Faculty are listed below:

Faculty Structure and Strategy

- Advise SLT on the structure and staffing of the Faculty needed to deliver the learning pathways and learning schemes and hence to play a leading role in the selection and appointment of staff.
- Play a key part in strategic planning and school improvement, working with the other Heads of Faculty, through the Middle Management Team, and alongside the SLT to drive new initiatives and continual improvement.
- Ensure alignment of Faculty initiatives and practices with school-wide values, ethos, policies, and processes.
- Encourage continuity of education across the Whole School (Nursery, Lower School and Upper School).
- Plan and implement strategies across the whole Faculty to continually improve and develop pedagogical approaches and teaching.
- Monitor and evaluate the contribution and impact of Faculty staff to school improvement.
- Actively utilise MIDYIS data across the faculty to drive a culture of improvement and data informed challenge targets for all our young people
- To be accountable for the development and delegation of specific areas of learning.
- Implement and oversee the Faculty contribution to co-curricular and super-curricular activities.
- Oversee the classrooms and accommodation of the Faculty to ensure safe, effective and stimulating learning environments and to work in conjunction with Subject Leads to room the timetable effectively.
- Undertake rigorous and robust self evaluation in order to generate and maintain specific and relevant Faculty Improvement Plans.
- Develop and maintain strong links with other Heads of Faculty, contributing to the wider Academic and Pastoral Leadership Teams.
- Prepare and update regularly a Faculty Handbook.

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 faculty taking into account the nature, and pace of learning, of our pupils.
- Responding to local, regional and national initiatives in relation to the English Curriculum.
- Ensuring awareness of pupils' additional support needs, use of Personal Support Programmes, Assessment Arrangements and any other details felt to be important to the faculty.

Line and Performance Management
- Inspire and enable all colleagues in the Faculty to deliver high quality teaching on a daily basis.
- Provide strategic leadership to the faculty, fostering a collaborative culture and to the Librarian.
- Contribute to good management practice by ensuring positive staff participation, effective communication, and procedures.
- Responsibility for the line management and appraisal of teachers within the Faculty.
- Role modelling best practice in relation to learning & teaching, and behaviour management to create a climate which motivates staff.
- Monitor and evaluate standards of teaching, identifying areas for improvement.
- Take initial responsibility for the management and welfare of staff.
- Ensure that any instances of unsatisfactory teaching quality within the Faculty are promptly and effectively addressed in line with the School's policies.
- Lead and line manage, on a day-to-day basis, the work of the Faculty including assessing, recording, monitoring and reporting pupil progress and achievement, in order to improve outcomes, ensuring assessment and reporting systems and structures are reliable and consistent.
- Undertake quality assurance across the Faculty, such as lesson observations and drop ins, pupil voice and work scrutiny, so as to 'keep a finger on the pulse' across the Faculty.
- Maintain high expectations of colleagues across the Faculty and challenge any kind of underperformance, even when it is uncomfortable.
- Deal with professional problems where appropriate and help staff gain satisfaction from their work.

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 faculty 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 faculty 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. faculty timetabling, day-to-day working arrangements, and completion of returns; reporting and liaising with parents.
- Overseeing the requests for Assessment Arrangements for pupils' prelims and national examinations (National 4, National 5, Higher or Advanced Higher) in liaison with the appropriate member of SLT, Support for Learning and Exams Officer.

- Undertaking tasks in relation to the presentation of candidates for internal examinations and for the School's various entrance assessment arrangements.
- Arranging and chairing faculty meetings as appropriate and meetings with other departments.
- Support with the literacy/English element of selection for entry to the School advising on best practice and how assessment can best inform selection

Meetings and Communication
- Communicate with Faculty staff effectively so that people are properly informed of developments across the School and that their views are represented.
- Run regular and fully documented Faculty meetings which have a clear focus on improving learning and teaching.
- Attend monthly Middle Management Team meetings with the other Heads of Faculty.
- Interview prospective new pupils.

Recruitment
- Contribute to the recruitment, selection, appointment and professional development of other teachers and Support Staff within the Faculty.

Appraisal and Professional Learning
- Establish an annual cycle for reviewing performance and professional learning within the Faculty including any Support Staff that are part of the Faculty.
- Participate in arrangements for the appraisal and review of their own performance, and, where appropriate, that of other leaders, teachers, and support staff.
- Participate in arrangements for their own further training and professional development.
- Maintain personal expertise and share this with other teachers.
- Induct, support and monitor new staff in line with school protocols and policies.
- Act as an appraisal reviewer for identified staff.
- Ensure that appraisal arrangements are effectively discharged.
- Advise and guide department members, particularly Probationers or student teachers, and whenever possible give staff the opportunity to take on responsibility and leadership.
- Ensure all department members keep abreast of current educational developments and encourage their own professional and personal development, and conduct annual PRD of Faculty staff.

Policy and Procedure
- Ensure that all teachers recognise and fulfil their statutory responsibilities to all groups of pupils including those with additional needs.
- Ensure that staff understand and effectively implement school policies.
- Ensure exemplary practice regarding all aspects Health and Safety and Risk Assessments throughout the Faculty; staff, pupils and visitors.
- Develop Faculty policies, in line with school policies, that give the Faculty their own identity, relevant to their own subjects.

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 Facultysuch as attendance at Heads of Faculty meetings and the preparation of annual improvement 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	GTCS Registration First degree: Relevant current teaching qualification A comprehensive understanding and belief in the values and principles of GIRFEC Evidence of continuous professional development Full understanding of HGIOS as a tool for continuous improvement	
EXPERIENCE	Proven record of teaching English to a high standard across the year stages including certification level up to an including Advanced Higher Able to demonstrate effective use of baseline and other detail to drive challenge targets for pupils and robust departmental targets and review Evidence of an ability to plan coherent progressive and stimulating teaching programmes matched to the individual learner's needs. Evidence of an ability to plan and deliver courses inline with Qualification Scotland course specifications and standards Ability to incorporate a range of innovative and creative teaching strategies and methodology	Experience teaching EAL and delivering ESOL qualification
SKILLS/KNOWLEDGE	Evidence of an ability to organise and manage classes and resources to achieve appropriate, safe, stimulating and meaningful learning experiences for all Promotes positive behaviour and can seek and use the advice of colleagues Effective written and verbal communication skills Strong organisational skills Confidence in the use of ICT both to support individual pupils and in the smooth running of faculty administration	Involvement in producing differentiated curriculum materials for all ages and abilities
PERSONAL QUALITIES	A positive and child-centred individual	

	Empathetic to the needs of children and young people Excellent interpersonal skills with pupils, colleagues and parents 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.

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 letter of application (maximum two sides of A4) explaining your reasons for applying and outlining your suitability for the role.
- The attached application form, including 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 12 noon on Friday 4 December 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.