



# CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

## JOB DESCRIPTION

### Head of Curriculum, Learning and Teaching – High SCHOOL

Post:	Head of Curriculum, Learning and Teaching
School:	Cayman Prep and High (High School)
Salary:	CI\$61,500 – CI\$67,500
Responsible to:	Principal
Responsible for:	Heads of Faculties
Liaising with:	Head of Assessment, Inclusion and Staff Development Primary School – PLT Data Manager and Office Staff All External Stakeholders including parents and students

#### **Purpose**

- To share in the professional leadership and management of the school, in keeping with the Christian principles and ethos of the United Church in Jamaica and the Cayman Islands;
- To lead Quality Assurance and enhancement of Learning and Teaching across the school, in order to raise standards of provision, student progress and attainment;
- To lead in the strategic implementation and development of the HS Curriculum.

#### **Key Responsibilities**

- Strategic Leadership of the development, maintenance and implementation of curriculum planning at Whole School and Faculty level to ensure challenge and enjoyment, relevance, progression, breadth, depth, coherence and personalisation;
- Managing the development and implementation of school timetable to ensure cohesion with UK National Curriculum and to meet local government guidelines.
- Develop a student learner profile fit for purpose for HS students
- Monitor and raise standards in the quality of Learning and Teaching across the school.
- Ensure that effective transition practices are in place across the school at each transition point;
- Provide Leadership, guidance and coaching to support staff in deepening pedagogical practice, and to ensure effective differentiation to meet student readiness, interest and learner profile;
- Managing effective curriculum related and learning and teaching resource allocation;
- Ensure that educational trips and visits are in line with schemes of work, current planning and learning objectives.
- Developing and maintaining curriculum guides for parents and staff.
- Carry out the professional duties of a teacher as required (up to 50% teaching load)

## **Detailed areas of responsibility are:**

### **a) Curriculum Development**

- Oversee yearly curriculum audits to ensure that the curriculum is fit-for-purpose and is in line with UK Standards and Cayman Islands requirements
- Align provision and resourcing of learning so that Faculty Heads work in tandem, adhering to common policies of curriculum delivery
- Work with Heads of Faculty and Support for Learning to ensure successful access to curriculum for every student
- Review, adapt and maintain a fit-for-purpose timetable that promotes fair access in all curriculum areas, in line with UK standards and CI requirements.
- Ensure the further implementation and development of enrichment, extra and cross curricular activities to broaden student experience, in line with curriculum learning objectives;
- Develop vertical learning opportunities and oversee the implementation of vertical learning at school
- Develop and maintain a school timetable that meets the needs of the curriculum and is fit-for-purpose
- Ensure that the curriculum enables the successful implementation of our student profile
- Ensure that curriculum is seamless from KS2 into KS3 and that meaningful benchmarks are in place in Year 10 and 12, promoting continuity
- Develop and maintain curriculum guides for each Key Stage

### **b) Leading Learning and Teaching**

- Secure and sustain effective learning and teaching practices throughout the school by monitoring and evaluating the quality of teaching and the learning environment
- Align provision and resourcing of learning so that Faculty Heads work in tandem, adhering to consistent and common policies of learning delivery
- Oversee the effective implementation of quality Learning and Teaching by leading the school's strategy and policy on performance management
- Annually review and update all policies pertaining to learning and teaching
- Monitor and support teacher planning and work produced for effective and consistent differentiation and feedback;
- Provide strategy for CPD to improve learning and teaching using the school improvement plan and data from formal lesson observation to guide needs

### **c) Developing Self and Others.**

- Keep up to date with developments in educational and curriculum development and pedagogy;
- Ensure effective curriculum/learning and teaching strategies, documentation and procedures for staff induction and integration;
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory, in line with whole school policies;
- Lead training and model high quality Learning and Teaching Methods with regards to lesson planning, mapping and quality assurance.

**d) Leading the organisation.**

- Be personally visible and committed across the school, demonstrating a strong, collaborative and flexible leadership style;
- With the High School Academic Leadership Team, critically evaluate the school's performance through ongoing structured and strategic School Evaluation;
- Implement the performance management appraisal performance for designated staff members

**Position Requirements:**

The Head of Curriculum, Learning and Teaching should be an inspirational and dynamic leader committed to the highest standards in every area of the work of the school. They will be required to meet the following requirements:

**Spiritual**

- Fully adhere to and support the Christian ethos and values of the school

**Education and Experience**

- An honours university degree with an internationally recognised teaching qualification;
- In-depth and up to date knowledge and understanding of the National Curriculum for England and Wales and in-depth and up to date knowledge and understanding of examination boards and their requirements
- An excellent track record in curriculum delivery and value-added attainment

**Skills / Attributes**

- Excellent leadership, organisational, communication and ICT skills;
- High level of personal integrity and confidentiality;
- Ability to think strategically, analytically and creatively
- Outstanding interpersonal skills with the ability to work collaboratively, coach, mentor and maintain respectful and trusting relationships;
- Ability to work independently, manage multiple priorities and meet deadlines;
- Effective change management skills, including those related to curriculum development;
- Be quality conscious, dynamic and results oriented.

***This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.***

Signature of Postholder \_\_\_\_\_ Date / /

Signature of Principal \_\_\_\_\_ Date / /

*Instigated January 2019*