



# CAYMAN PREP & HIGH SCHOOL

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

## JOB DESCRIPTION

### Head of Student Services & Welfare – High SCHOOL

Post:	Head of Student Services and Welfare - High School
School:	Cayman Prep and High (High School)
Salary:	CI\$61,500 – CI\$67,500
Responsible to:	Principal
Responsible for:	Key Stage Coordinators / University and Guidance Coordinator / School Nurse / Attendance Officer / Form Tutors
Liaising with:	Head of Assessment and Inclusion Primary School – PLT Data Manager and Office Manager

#### **Purpose**

The Head of Student Services and Welfare provides an umbrella structure and systems for all pastoral aspects of school life, health, wellbeing, guidance and support, making time here for all students successful. The postholder oversees all aspects of pastoral delivery and enrichment, minimizing and impact on learning so that staff can work to maximise student potential.

The Head of Student Services & Welfare oversees a variety of initiatives to promote health and wellbeing and coordinates all pastoral communication with parents and third-party agencies.

#### **Principal Responsibilities Strategic**

1. Advise, support the Principal and may deputize in his absence.
2. Take a collective leadership responsibility for maintaining a culture of purpose, discipline and ambition in the High school.
3. Member of the Academic Leadership Team.
4. Draft pastoral, behavioural and mentoring policies and consultation papers pertinent to the High school and contribute to those with a whole school implication.
5. Oversee Careers Guidance and Community Service
6. Produce and maintain an up to date Staff Handbook with links to all school policies.
7. Oversee Attendance and punctuality

## **Key Operational Duties**

1. With key Staff, organise staffing of key activities and events; be a presence on the campus and at school events.
2. Oversee, advise, assist and direct the Key Stage Heads as necessary in the planning and timing of the key events in the school year.
3. Advise and line manage aspects of the Key Stage Coordinator roles with regard to pupil management and day to day campus organisation.
4. Deal with general complaints
5. Oversee the s duty roster; monitor campus behaviour and adjust staff duty sheet accordingly.
6. Respond to requests to visit CPHS and oversee the organisation of external visits to CPHS.
7. Chair Key Stage Coordinator meetings.
8. Oversee houses on a regular basis.
9. Manage and lead the medical provision in the school. Liaise regularly with the School Nurse and Counsellor on all aspects of student welfare.

## **Staff**

1. Take a collective responsibility for maintaining a culture of purpose, discipline and ambition in the High school.
2. Lead and train EPQ and Career Guidance staff
3. Line manage the Careers / University Counsellor and Key Stage Coordinators
4. Allocate Tutors to house leaders
5. Arrange staff training: first aid, health and safety and child protection.
6. Oversee pastoral INSET, induction arrangements and the corresponding budget.
7. Member of the Health and Safety Committee, representing all areas of the school; liaison for the Health and Safety Officer; with the Head of PE oversee Health and Safety aspects of all holiday trips and tours.
8. Support the Chaplain with House Services.

## **Students**

1. Liaise with Key Stage Coordinators on all pastoral matters
2. Oversee all work pertaining to University and Career Guidance, including personal statements and prerequisite university documentation
3. Advise the Heads of Year on matters pertaining to pupil discipline and progress.
4. Oversee the programme of year level assemblies taking a role as part of the maintenance of the required culture of purpose, discipline and ambition.
5. Support the Student Leadership Team, Super Council and Prefects and when recommending Prefects for appointment by the Principal
6. Advise and support all middle and senior managers in dealing with students and their parents.
7. Manage all major disciplinary incidents (suspensions) with assistance from Key Stage Coordinators as appropriate.
8. Interview prospective pupils, as appropriate.
9. Monitor pupil behaviour patterns.
10. Chair School Council meetings.
11. Oversee HOY work with regards to parental requests for early departures and late returns to school.
12. Manage the process of Pastoral Transition into High School and beyond

## **Marketing and Communications**

1. Coordination role for VLE and school supported Social Media.
2. Coordinate arrangements and communicate with parents in severe weather conditions.
3. Visit Primary and Middle schools to promote CPHS.

### **Additional**

The postholder will teach a 25% Load

The postholder will undertake additional duties that are appropriate to the role as directed by the Principal.

In pursuance of these responsibilities the postholder will be expected to have regular meetings with the Principal and attend Academic Leadership Team meetings.

### **Position Requirements:**

The Head of Student Services and Welfare 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 pastoral care.

#### **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;
- 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*