



## **CAYMAN PREP & HIGH SCHOOL**

**Owned and operated by the United Church in Jamaica and the Cayman Islands**

Cayman Prep and High School is a private, co-educational Christian school with over 970 students ranging from Kindergarten to Year 13 and offers a British-based international curriculum leading to IGCSE / GCSE and A-level qualifications. The school is renowned for providing a stimulating learning environment in which our students become critical, creative thinkers, responsible citizens and lifelong learners. This is evident in our consistent record of outstanding academic achievements, pastoral care and wide range of extra-curricular activities.

Cayman Prep and High School is currently seeking fully qualified and suitably experienced individuals to join our high performing **High School** team in **August 2019** for the following posts:

### **KEY STAGE 4 Coordinator**

The Key Stage 4 Coordinator will be required to:

- Work closely with the Principal, Head of Student Services and Welfare and pastoral teams to ensure current practices are implemented in line with the National Curriculum objectives and the school philosophy, both pastorally and academically.
- Implement the current pastoral and academic provision to suit the demands the school.
- Contribute to leadership decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.
- Be the lead person within the team for safeguarding and promoting student welfare.
- Liaise with parents and students regularly, with updates, concerns and support.
- Organise and deliver Key Stage assemblies and work with tutors to deliver class assemblies.
- Attend, participate and support community events.
- Support and encourage extra-curricular provision and community activities.
- Develop, monitor and support a 'Record of Achievement' system throughout the Key Stage utilising the Unifrog platform, in conjunction with tutors and students.
- Work with Heads of Curriculum and Assessment, HOFs and teaching staff to identify and implement strategies for improvement through teaching and learning and assessment for learning.
- Work with the Head of Student Services and Welfare to develop a target setting procedure which will be incorporated into the reporting system.
- Organise and deliver options blocks for Year 9 students.

### **KEY STAGE 5 Coordinator**

The Key Stage 5 Coordinator will be required to:

- Contribute to leadership decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.
- Be the lead person within the team for safeguarding and promoting student welfare.
- Liaise with parents and students regularly, with updates, concerns and support.
- Assist the Head of Student Services and Welfare in the daily management of tutors and students ensuring policies and procedures are adhered to.
- Attend, participate and support community events.
- Support and encourage extra-curricular provision and community activities.
- Plan and deliver an induction day for all Year 12 students.

- Provide advice and support for students in their career awareness and University course selection through the Unifrog platform, UCAS, CommonApp, OUAC and other application portals as necessary.
- Provide support and relevant documentation for students applying for Scholarships.
- Working with The Head of Student Services and Welfare to monitor, transfer and reference documentation for new admissions and leavers.
- Work with the Scholarship Secretariat preparing students for their higher education funding.
- Develop, monitor and support a 'Record of Achievement' system throughout the Key Stage utilising the Unifrog platform, in conjunction with tutors and students.
- Develop an effective and impactful transition programme for all students entering Year 12.
- Carry out the professional duties of a teacher as required (up to 60% teaching load).

**Qualifications, experience and skills required for the positions listed above are:**

- 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 requirements.
- A minimum of five (5) years of outstanding and varied teaching practice and experience in school(s) the British Curriculum.
- Successful experience in school, educational leadership and development.
- A clear understanding of the teaching and learning processes, recent developments in education and of the factors and strategies that can impact upon student performance.
- A clear understanding and experience of Child Protection and Safeguarding policy and procedures.
- A commitment to gaining further qualifications and/or accreditation in Educational Leadership.
- Excellent organisational, communication and ICT skills.
- High level of personal integrity and confidentiality.
- Think strategically, analytically and creatively.
- Outstanding interpersonal skills with the ability to work collaboratively.
- Ability to work independently, multi task, manage multiple priorities and meet deadlines.
- Proficient in the use of Microsoft Office Products and Management Information Systems.
- Candidates will be expected to fully adhere to and support the Christian ethos of the school.

Salary range for the position listed above is: CI\$ 45,000 to \$61,000 per annum commensurate with experience based on the School's point salary scale. Other benefits include medical insurance and contribution to a pension plan.

Further information about the school can be viewed on the school website [www.cayprep.edu.ky](http://www.cayprep.edu.ky).

**APPLICATIONS WILL ONLY BE CONSIDERED IF SUBMITTED ON THE RELEVANT APPLICATION FORM** (available on the website) and forwarded along with a covering letter and CV to:

Mr. Karl Murphy, High School Principal  
 P.O. Box 10013  
 Grand Cayman KY1-1001  
 Cayman Islands  
[hs-recruitment@cayprep.edu.ky](mailto:hs-recruitment@cayprep.edu.ky)

**Deadline for receipt of applications: Thursday, June 13<sup>th</sup>, 2019**