



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:

HEAD OF ASSESSMENT AND INCLUSION

The Head of Assessment, Inclusion and Staff Development will be required to:

- Develop, deliver and quality assess a whole school vision and system of assessment at Key Stage 3, 4 and 5;
- Strategically Lead the Data Cycle process across the school to track, monitor and raise individual and group student progress;
- Monitor student progress, ensuring that all data systems are effective and efficient;
- Ensure effective and consistent formative and summative assessment methods and procedures are being planned for and delivered effectively;
- Provide Leadership, guidance and coaching to support staff to deepen practical data-driven teaching practices;
- Strategically lead on inclusion practice ensuring appropriate intervention and support across the school;
- Strategically lead, organize and implement Student Reporting practices, including written reports and parent teacher consultations;
- Ensure quality use and maximum impact of SIMS, in liaison with the Data Manager.

HEAD OF CURRICULUM, LEARNING AND TEACHING

The Head of Curriculum, Learning and Teaching will be required to:

- Cohesively develop and implement a through school curriculum for Key Stage 3, 4 and 5;
- Strategically Lead 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;
- Manage the development and implementation of school timetable to ensure cohesion with UK National Curriculum and to meet 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;
- Manage 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.
- Develop and maintain curriculum guides for parents and staff.

HEAD OF STUDENT SERVICES AND WELFARE

The Head of Student Services and Welfare will be required to:

- Oversee, deliver and quality assess all matters pertaining to student welfare and wellbeing;
- Take a collective leadership responsibility for maintaining a culture of purpose, discipline and achievement in the High School;
- Construct and deliver all pastoral, behavioural and mentoring policies and consultation papers pertinent to the High School and contribute to those with a whole school implication;
- Oversee and deliver Careers Guidance and Community Service;
- Produce and maintain an up to date Staff Handbook with links to all school policies;
- Oversee Attendance and punctuality;
- Organise, with key Staff, staffing of key activities and events; be a presence on the campus and at school events;
- Oversee, advise, assist and direct the Key Stage Heads as necessary in the planning and timing of the key events in the school year;
- Advise and line manage aspects of the Key Stage Coordinator roles about pupil management and day to day campus organisation;
- Oversee, construct, and update student guides for Key Stage 3, 4 and 5;
- Consider, construct and deliver a Code of Conduct for students and ensure it thrives and is fully in culture.

The positions listed above will report directly to the High School Principal, and under the direct supervision and direction of the Principal, will share in the professional leadership and management of the High School, in keeping with the Christian principles and ethos of the United Church in Jamaica and the Cayman Islands. The successful candidates will be part of the High Senior Leadership Team.

In addition to the responsibilities listed for the positions above the duties will include, but are not limited to:

- Ensuring the educational and operational success of the High School;
- Providing vision and strategic direction across the school;
- Formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved;
- Map and oversee all necessary preparation for accreditation and inspection;
- Carry out the professional duties of a teacher as required (up to 50% 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 six (6) years of outstanding and varied teaching practice and experience in school(s) the British Curriculum;
- Successful experience in school, educational and/or curriculum or assessment 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;
- Knowledge and successful experience of budget preparation, management and reporting procedures and personnel leadership and management;
- Excellent leadership, 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 above positions: CI\$61,500 - CI\$67,500 per annum commensurate with experience. 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.

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

Mr. Karl Murphy, High School Principal
Cayman Prep and High School
PO Box 10013
Grand Cayman KY1-1001
Email: hs-recruitment@cayprep.edu.ky

Deadline for receipt of applications: **Friday, May 3, 2019**