



## CAYMAN PREP & HIGH SCHOOL

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

### JOB DESCRIPTION

### PRINCIPAL – PRIMARY SCHOOL

Post:	Principal, Primary School
School:	Cayman Prep and High (Primary School)
Salary:	CI\$68,000 - \$90,000 (US\$83,000 - \$109,756)
Responsible to:	Director
Accountable to:	Director and Board of Governors
Responsible for:	Deputy Principal; Head of Assessment, Inclusion and Staff Development and Head of Curriculum, Learning and Teaching; Through them all personnel – teaching and support staff employed at the Primary site

#### Core Purpose of the role

Under the direct supervision and guidance of the Director and the Board of Governors and in keeping with the Christian principles and ethos of the United Church of Jamaica and the Cayman Islands, the Principal will work collaboratively with the Director and through inspirational leadership and management create a shared vision and strategic plan that inspires and motivates students, staff, parents and all other members of the school community to achieve greater success.

To achieve success, the Principal will:

- Oversee the continued development and provision of a high quality British-based international curriculum firmly rooted in Christian principles according to the ideals of the United Church in Jamaica and the Cayman Islands. The Primary Curriculum is based upon revised National Curriculum 2014 (NC14) and Early Years Foundation Stages (EYFS).
- Promote the Christian ethos of the School.
- Provide vision, leadership and direction to the staff, students and other stakeholders.
- Effectively manage learning and teaching; implementing appropriate and agreed changes to academic provision.
- Ensure the best outcomes for students both in terms of learning attainment, progress and holistic development.
- Promote excellence, quality and high expectations for all students including the spirit of community involvement and volunteerism.
- Deploy all resources, including staff and financial resources to achieve the school's aims and provide regular reports to the Director and Board of Governors on the performance of the school.
- Evaluate school performance and identify priorities for continuous improvement.
- Secure effective day-to-day management, organisation and administration.
- Maintain strong relationships with the community and stakeholders.
- Sustain and develop a professional school community that enables others to achieve optimal results through effective relationships and communication.
- Adhere to any relevant requirements as may be prescribed from time to time by the Government of the Cayman Islands.

## Key Responsibility Areas

The Principal is accountable to the Director and to the Board of Governors for ensuring the educational and operational success of the Primary School. The Principal is responsible for the quality of teaching and learning, the internal organization, operational management and control of the School and for leading the teaching and support staff. The Principal should be an inspirational and highly effective leader committed to the highest standards in every area of the work of and life within and outside the School, driven by integrity and a passion for excellence. The Principal is a part of the Senior Leadership Team which comprises the Director, the Primary Principal, the High School Principal and the Business Manager.

The professional qualities and knowledge required for this role are in the following areas:

- Visionary/Mission
- Strategic Leadership
- Leading Learning and Teaching (Shaping the Future)
- Developing Self and Working with Stakeholders
- Leading the organisation
- Managing the organisation
- Securing Accountability
- Supporting the work of the Board of Governors and the United Church
- Strengthening the Community

Key areas of responsibility are:

### a) Visionary/Mission

#### The Principal will:

- Work with the Board of Governors, under the guidance of the Director, to promote the ideals of the United Church as appropriate through the teaching curriculum and the Christian ethos of the school;
- Promote at all times and to all stakeholders the stated ideals in the mission statement of Cayman Prep and High School;
- Under the guidance of the Director and as a member of the Senior Leadership team provide a clear vision for the future of the school;
- Ensure that the holistic development of the students and their well-being in the school's care are accorded the highest priority.

### b) Strategic Leadership (Shaping the Future)

#### The Principal will:

- Work with the Board of Governors, under the guidance of the Director, to implement the shared vision and strategic plan for the school. At the core of this will be the educational, personal and spiritual development of the students;
- Lead by example, provide inspiration and motivation, and embody for the students, staff, parents and governors, the vision, purpose and leadership of the school;
- Provide educational vision and direction to create an ethos which enables effective teaching and successful learning and achievement by students to prepare them for life and to compete in a global context;
- Ensure the vision for and mission of the school is clearly articulated, shared, understood and acted upon effectively by all and work with the school community to translate the vision and mission into agreed objectives and operational plans which will promote and sustain school improvement;
- Lead and manage the Primary School's continuous and rigorous self-evaluation process, completing an annual SEF in line with the Cayman Islands Office of Education Standards (OES) framework;
- Produce, implement and evaluation school improvement planning (SIP), driven by the self-evaluation process;

- Promote a caring and nurturing environment for the school community, which takes account of different backgrounds, culture and abilities within that community, underpinned by equality of opportunity for all in which individuals feel valued and where personal endeavour and responsibility are encouraged;
- Coach and work with others to generate enthusiasm, commitment and to create a shared culture, positive climate and an environment conducive to excellence.

### **c) Leading Learning and Teaching**

#### **In agreement and consultation with the Director, the Principal will:**

- Secure and sustain effective teaching and learning through the school by monitoring and evaluating the quality of teaching and standards of students' achievement, using data and benchmarks to monitor progress in every student's learning and setting targets for improvement;
- Ensure that learning and achievement is at the centre of strategic planning and resource management;
- Promote excellence in teaching and learning, ensuring a continuous and consistent school wide focus on students' achievement and development (moral, spiritual, physical, social and academic);
- Organise and implement the curriculum and its assessment;
- Ensure that effective and appropriate pastoral and spiritual support is available to students;
- Ensure the further implementation and development of extra and cross curricular activities to ensure and broaden student experience;
- Develop and maintain an effective partnership with parents to support and improve students' achievement and personal development;
- Demonstrate a complete understanding of and ensure a consistent quality in teaching and learning throughout all stages of the school from Early Years Foundation Stage, Key Stage 1, Key Stage 2 and beyond.

### **d) Developing Self and Working with Stakeholders.**

#### **The Principal will:**

- Treat everyone fairly, equitably and with dignity and respect;
- Ensure a high standard of on-going professional learning, including joint practice development for all staff and for self to enable and empower all staff to carry out their roles to the highest standard based on assessment of needs;
- Ensure effective strategies and procedures for staff induction and integration, appropriate and relevant professional development and performance review;
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory;
- Manage own workload and that of others to allow an appropriate work/life balance and inspire others to do similarly.

### **e) Leading the organisation**

#### **The Principal will:**

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, mission, Christian ethos, aims and objectives of the school;
- Ensure a commitment to effective safeguarding and promoting the welfare of students.
- Be visible and committed whilst adopting a strong, collaborative and flexible leadership style, balancing the competing objectives yet keeping the mission of the school and its key stakeholders in central focus;
- Establish collaborative and open relationships with all stakeholders;
- Critically evaluate the school's performance with the Director;
- Communicate openly with the Director on a regular basis;
- Evaluate the school's performance through ongoing structured and strategic evaluation with the Primary Leadership Team;
- Ensure that communication channels exist, enabling all staff to receive information they need in order to carry out their professional duties effectively;

- Ensure structures deliver student progression, attainment and achievement;
- Effectively deploy the required level of both teaching and support staff within the delegated budget to realise the school's vision/mission;
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff;
- Implement the performance management appraisal performance for all staff;
- Ensure effective use of financial, technological and other resources.

#### **f) Managing the organisation**

##### **The Principal will:**

- Manage effectively within established parameters, budget preparation in order that the school secures its objectives;
- Work with the Director and senior colleagues to recruit, and retain staff of the highest quality and to deploy all staff effectively in order to improve the quality of education provided;
- Manage and monitor the curriculum of the school within the agreed delegated budget. Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control;
- Under the guidance of the Director and with the staff of the school review and implement the school improvement plan;
- Manage and organise the accommodation of the school efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all.
- Ensure quality use and maximum impact of SIMS, in liaison with the Data Manager;
- Ensure the effective and safe operation of the After School Care, School Club programme and School Trips.

#### **g) Securing Accountability**

##### **The Principal will:**

- Work with the Director and the Board of Governors in providing information, objective advice and support to enable the school to meet its responsibilities and statutory requirements;
- Fulfil contractual accountability to the Board of Governors through a commitment to attend and report to meetings;
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to on-going review and evaluation;
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including Governors, parents and guardians;
- Reflect on personal contribution to school achievement and take account of feedback from others.

#### **h) Supporting the work of the Board of Governors and The United Church**

##### **The Principal will:**

- Develop, promote and maintain the Christian ethos of the school so that Christian values are intrinsic to and permeate all aspects of the school life and curriculum;
- Create strong partnerships with the School Chaplain and the Church;
- Regularly provide the Board, through the Director, regular reports on the state of the school, including progress linked to the SEF and SIP and other notable highlights and accomplishments of the school;
- Undertake other reasonable duties as may be required or designated by the Director and the Board.

## **i) Strengthening the Community**

### **The Principal will:**

- Develop and maintain effective partnerships with parents to support and improve students' achievement and personal development;
- Strengthen the school's positive image in the wider community and encourage the spirit of volunteerism in students;
- Actively support the diversity of the school's communities and students;
- Ensure learning experiences for students are linked into and integrated with the wider community;
- Seek opportunities to invite parents, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community;
- Cooperate and work with relevant agencies to protect children.

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

Signature of Director \_\_\_\_\_ Date / /

*Revised November 2018*

## **Background Information**

Cayman Prep and High School is a Christian school which is owned and operated by the United Church of Jamaica and the Cayman Islands. The School operates on two sites – the Primary School and the High School. The student population is over 970 students with approximately 500 students at the Primary school.

The School has high expectations of students in all aspects and as stated in our Mission Statement "*Cayman Prep and High School provides a stimulating learning environment, firmly rooted in Christian principles, in which our students become critical, creative thinkers, responsible citizens and lifelong learners in an ever changing world.*" The school strives to create well rounded individuals through an emphasis on physical, aesthetic, social, moral and spiritual education. As a Christian School we seek to undergird teaching and management with strong Christian principles.

The Primary School is led by the Primary School Principal, with a supportive and highly motivated team of teachers and non-teaching staff where everyone is valued for whatever job they do. The School has a variety of extra-curricular activities and clubs on offer. There is a strong sense of community spirit and students and teachers actively participate and assist others in need. The Primary School Principal is a member of the School Leadership Team which comprises the Director, the Business Manager, the Primary School Principal and the High School Principal.

***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.***