



**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

The **Primary School** invites applications from fully qualified, enthusiastic and experienced candidates to join our high-performing team in **late August 2020** for the following position.

**LIBRARIAN – (PRIMARY SCHOOL)**

The successful candidate will be responsible for managing, developing and promoting the effective and efficient use of the library and library resources; Supporting the development of literacy, reading and research skills across all stages of Primary School; Promoting the enjoyment of, and excitement about reading and literacy to all members of the School Community. The successful candidate will be required to provide supply teaching from time to time for teachers who are absent (if they possess a teaching qualification).

**Duties will include, but will not be limited to:**

- Manage the Primary School's library and information resources ensuring effective and efficient access for all staff and students;
- Select, acquire, organise, promote and maintain quality books and other learning resources to cover the full age and ability range of the students, and to ensure an up-to-date selection of appropriate reading material;
- Manage resources for effective retrieval and use, including the systematic indexing, classification and cataloguing of all library resources, and dissemination of information relating to those resources, to staff and students as appropriate;
- Participate with teaching staff in planning and supporting reader development, and encourage reading and enjoyment of literature;
- Support the learning and teaching of reading, research and literacy skills through individual and group support, across the full range of Primary-aged students (Kindergarten through to Key Stage 2);
- Support the maintenance of up-to-date records and organise other school reading resources;
- All staff are expected to fully adhere to and support the Christian ethos of the school.

**Qualifications, experience and skills required:**

- Professional Librarian training and / or qualifications;
- An internationally recognized Teaching qualification, such as a PGCE or BEd., would be an asset;
- In-depth knowledge, understanding and experience of library and information skills;
- Current knowledge and understanding of children's literature and resources to support the EYFS and revised English National Curriculum (2014);
- Awareness of child development and the role of reading in the educational development of the child;
- Excellent communication skills, both oral and written, and the ability to adapt to a range of very different audiences;
- Ability to use Junior Librarian and / or similar Library Management Information Systems and other ICT software, such as Microsoft Word, Excel and PowerPoint;
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets.

**Cayman Prep and High School is totally committed to safeguarding the welfare of our children and young people and expects the same commitment from all our employees. All successful candidates will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment and three satisfactory employment checks**

Salary range for the above positions: CI\$32,500 – CI\$43,700 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](http://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:

Robin Davies, Primary School Principal  
Cayman Prep and High School  
PO Box 10013  
Grand Cayman KY1-1001  
Email: [ps-recruitment@cayprep.edu.ky](mailto:ps-recruitment@cayprep.edu.ky)

Deadline for receipt of applications for the position listed above is **Thursday, March 26<sup>th</sup>, 2020**  
**Only short-listed candidates will be contacted**