



Cayman Prep & High School Job Description of All High School Teachers

The professional conduct of the academic teaching staff is fundamental to the school's success. Teachers have the responsibility to uphold and promote the school's ethos by developing caring, supportive and academically challenging relationships with students. All staff are encouraged to embrace opportunities to extend and enrich learning experiences of students beyond classrooms and to engage in extracurricular and whole school events and activities.

Reporting to: The relevant Head of Faculty

Liaising with: The Heads of Key Stag, Teachers, Form Tutors, Support for Learning Coordinator and all Key Stake Holders

The duties and responsibilities of the academic teaching staff include but are not restricted to the following:

Main Duties and responsibilities:

- To respect and promote the Mission Statement of the School.
- To teach the prescribed curriculum, amend and construct fit for purpose schemes of work and to deliver quality learning that stretches, supports and challenges all students in their care.
- To create a welcoming, stimulating and inclusive classroom environment.
- To maintain appropriate records of student progress and assessment.
- Teachers must adhere to all school policies and procedures.
- Teachers are to be on campus from 7:30 a.m. to 3:30 p.m., or as amended by the school, except when they are undertaking afternoon meetings or activities or duties per roster. On such occasions responsibility continues until the end of the activity, meeting or duty.
- To present a professional image always within the school community:
 - i. To communicate promptly with the Key Stage Coordinators and Head of Faculty if matters arise which cause concern about the schoolwork or conduct of students.
 - ii. To dress and conduct themselves in a professional manner and in accordance with the school's Christian ethos at all times.
- To read and use the HS Handbook and curriculum documentation, available on the School's Q-drive.
- To determine personal professional growth plans for the current academic year, recognising that these will form part of their performance management.
- To maintain firm but fair discipline and enforce school rules and regulations always.
- To meet all reporting deadlines.

- To liaise with Learning Support staff and subject specialist staff where necessary.
- To take an active part in curriculum evaluation and development.
- To undertake other reasonable duties as may be required or designated from time to time by the Principal.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: _____ Date: _____

High School Principal: _____ Date: _____