



CAYMAN PREP & HIGH SCHOOL

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

JOB DESCRIPTION

Head of Assessment, Inclusion and Staff Development – PRIMARY SCHOOL

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| Post: | Head of Assessment, Inclusion and Staff Development, Primary School |
| School: | Cayman Prep and High (Primary School) |
| Salary: | CI\$54,300 – CI\$62,300 |
| Responsible to: | Principal |
| Accountable to: | Principal and Director |
| Responsible for: | SENCO; Computing Teacher and Leader RE/PSHE Leader Social Studies Leader After School Care Leader LA Leader |
| Liaising with: | Deputy Principal Head of Curriculum, Learning and Teaching High School – Heads of School Data Manager and Office Manager School Counsellor and School Nurse |

Primary Purpose

Under the direct supervision and direction of the Principal:

- To share in the professional leadership and management of the school, in keeping with the Christian principles and ethos of the United Church in Jamaica and the Cayman Islands;
- To lead in Quality Assurance, Assessment and Reporting across the school, EYFS and NC14, in order to monitor, track and raise student progress and attainment;
- To lead in the strategic development of Inclusion practice across the school, ensuring individual student needs are met;
- To lead in the strategic development of CPD across the school.

Specific Responsibilities

Under the overall guidance of the Principal, play a lead role in:

- Ensure the educational and operational success of the Primary school;
- Provide vision and strategic direction across the school, within the designated areas outlined in the Post Title;
- Formulate the aims, objectives of the school and establishing the policies through which they are to be achieved, within the designated areas outlined in the Post Title;
- Strategic Leadership of the Data Cycle process across the school to track, monitor and raise individual and group student progress, providing regular reports to PLT and SLT;

- 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 in deepening practical data-driven teaching practices;
- Strategic leadership and overview of inclusion practice ensuring, appropriate intervention and support across the school to;
 - Meet group, individual support, challenge and HLP needs
 - Address 'closing the gap' needs
 - Ensure provision of adequate personalisation and choice
- Liaison with parents, professionals and with the Admissions panel;
- Strategic leadership, organisation and implementation of Student Reporting practices, including written reports and parent teacher consultations;
- Alongside the Deputy Principal, ensure quality use and maximum impact of SIMS, in liaison with the Data Manager;
- To lead and coordinate the CPD activities of all staff across the school to ensure maximum impact on learning;
- Alongside the Deputy Principal, ensure the effective operation of the After School Care programme;
- Student Behaviour Management and Discipline;
- Leadership, planning and co-ordination and attendance of designated School Assemblies, School Events and Parent Presentations;
- Carry out the professional duties of a teacher as required, including providing timetabled Maths intervention, Leadership and absence cover;
- Undertake other reasonable duties as may be required or designated from time to time by the Principal

Key areas of responsibility are:

- a) Mission.** The Head of Assessment, Inclusion and Staff Development will:
- Under the guidance of the Principal, promote the ideals of the United Church and the mission statement of CPHS, as appropriate, through the teaching curriculum and the Christian ethos of the school;
 - Create strong partnerships with the School, the School Chaplain and the Church;
 - 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 Head of Assessment, Inclusion and Staff Development will:
- 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;
 - Work with the PLT to translate the vision and mission into agreed objectives and operational plans which will promote and sustain school improvement;
 - Promote a caring and nurturing environment for the school community;
 - 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, Teaching and Assessment.** In agreement and consultation with the Principal, and in liaison with the Primary Leadership Team, the Head of Assessment, Inclusion and Staff Development will:
- Demonstrate a complete understanding of and ensure a consistent quality in assessment, inclusion practice and teaching and learning throughout all stages of the school, in Early Years Foundation Stage, Key Stage 1 and Key Stage 2;

- Secure and sustain effective assessment, and inclusion practices throughout all stages of the school by monitoring and evaluating the quality of teaching, assessment methods and standards of students' achievement;
- Oversee the effective implementation of assessment, ensuring that learning, assessment and achievement is at the centre of strategic planning and resource management;
- Use the data cycle and benchmarks to monitor progress in every student's learning and set targets for improvement;
- Ensure that assessment practices and content are aligned with curriculum planning and delivery;
- Ensure that effective and appropriate academic, pastoral and spiritual support is available to all students;
- Ensure that effective transition practices are in place across the school, that assessment data is shared and used effectively;
- Develop and maintain an effective partnership with parents to support and improve students' achievement and personal development.

d) Developing Self and Others. In agreement and consultation with the Principal, and in liaison with the Primary Leadership Team, the Head of Assessment, Inclusion and Staff Development will:

- Keep up to date with developments in educational and curricular development and pedagogy;
- 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, in line with whole school policies;
- Manage own workload and that of others to allow an appropriate work/life balance and inspire others to do similarly;
- Collate professional development needs relating to School Improvement Plan and individual requirements and offer advice and guidance on suitable opportunities;
- Design and coordinate a CPD plan based on school and staff needs;
- Lead training and model high quality assessment and inclusion methods;
- Promote and support staff in the effective use of the Data Cycle;
- Plan/coordinate opportunities for professional development to be provided within school and ensure that suitable expertise is available, e.g. Peer Observations, Coaching Partnerships;
- Maintain and share information on the range of opportunities for professional development available, e.g. workshops, courses, webinars, on-line learning opportunities;
- Support staff in taking responsibility for undertaking and recording their own CPD;
- Coordinate and record evaluation of the impact of professional development, feeding these in to school self-evaluation procedures and improvement planning;
- Provide support for colleagues undertaking accredited professional development / action research etc., monitor progress and know where to go to seek further support if needed;
- Identify and share appropriate Professional Reading for discussion and maintain the Professional Development Library with up to date publications.

e) Leading the organisation. The Head of Assessment, Inclusion and Staff Development will:

- Treat all stakeholders fairly, equitably and with dignity and respect, establishing and maintaining collaborative and open relationships and communication channels;
- Be personally visible and committed across the school, demonstrating a strong, collaborative and flexible leadership style;
- With the Primary Leadership Team, critically evaluate the school's performance through ongoing structured and strategic School Evaluation;
- When required, take responsibility for child protection issues and for promoting and safeguarding the welfare of children and young people within the school;

- 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 member of staff;
- Implement and monitor the performance management appraisal performance across the school and for designated staff members;
- Ensure effective use of financial, technological and other resources in designated areas.

f) Managing the organisation. The Head of Assessment, Inclusion and Staff Development will assist the Principal to:

- Effectively manage budget allocation within the designated areas outlined in this Post Title, in order that the school secures its objectives;
- Work with PLT and HR to recruit, and retain staff of the highest quality;
- Strategically develop and implement School Improvement Planning;
- Manage and organise the resources and facilities of the school efficiently and effectively;
- Ensure that the After School Care Programme is appropriately resourced and managed effectively, and in line with Health and Safety guidelines.

g) Securing Accountability. The Head of Assessment, Inclusion and Staff Development will assist the Principal to:

- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure designated staff member 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, within the designated areas to a range of audiences;
- Reflect on personal contribution to school achievement and take account of feedback from others.

h) Strengthening Community. The Head of Assessment, Inclusion and Staff Development 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.

Position Requirements:

The Head of Assessment, Inclusion and Staff Development should be an inspirational and dynamic leader committed to the highest standards in every area of the work of the school. They will be required to meet the following requirements:

Spiritual

- Fully adhere to and support the Christian ethos and values of the school

Education and Experience

- 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 2014 (NC14) and Early Years Foundation Stage (EYFS) Curriculum;
- A minimum of six (6) years of outstanding and varied teaching practice and experience in school(s) providing NC14 and EYFS Curriculum;
- Successful experience in school, educational and/or curriculum leadership and development;
- A clear understanding of the assessment and 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;
- Knowledge and successful experience of budget management and reporting procedures and personnel leadership and management;
- A commitment to gaining further qualifications and/or accreditation in Educational Leadership.

Skills / Attributes

- 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, coach, mentor and maintain respectful and trusting relationships;
- Ability to work independently, multi task, manage multiple priorities and meet deadlines;
- Be quality conscious, dynamic and results oriented;
- Effective change management skills, including those related to assessment procedures;
- Proficient in the use of Management Information Systems, including Excel and spreadsheets, in order to collect, analyse and manipulate data.

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.

Signature of Postholder _____ Date / /

Signature of Principal _____ Date / /

Revised January 2017