Cayman Prep School Logo no text

CAYMAN PREP AND HIGH SCHOOL

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

**JOB DESCRIPTION**

**Head of Academic – PRIMARY SCHOOL**

Post: Head of Academic

School: Cayman Prep and High (Primary School)

Salary: CI$ 64,000.00 – CI$ 70,000.00

Responsible to: Principal

Accountable to: Principal and Director

Responsible for: Core Subject Leads

Year Group Leads

Learning Support Leader

Liaising with: Deputy Principal

Head of Pastoral

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 and promoting the Christian principles and ethos of the United Church in Jamaica and the Cayman Islands.
* To lead highest Quality Assurance for Academic provision of EYFS and NC14 and raise standards of provision to improve student attainment, progress and achievement
* To lead in the strategic development of curricular, teaching and learning, assessment and inclusion policy and practice across the school, ensuring individual student needs are met.
* Ensure, in direct liaison with Head of Pastoral, that the holistic development of students and their well-being is in parallel with their academic development.

**PLT Responsibilities**

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

* Ensure the academic, pastoral, and operational success of the Primary school.
* Provide vision and strategic direction across the school, for all matters academic.
* Formulate the academic aims, objectives of the school and establishing the relevant academic policies in alignment with pastoral policies.
* Strategic Leadership and development of Curriculum, Teaching and Learning, Assessment and Inclusion policy and practice

**Key areas of responsibility for Academic development are:**

1. **Strategic Leadership (Shaping the Future).** The Head of Academic 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 in the 21st century.
* 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 forward-looking and thinking culture 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.

1. **Leading Academic practice and development.** In agreement and consultation with the Principal, and in liaison with the Primary Leadership Team, the Head of Academic will formulate the aims, objectives of the school and establishing academic policies through which they are to be achieved:

* **Lead and deliver the Curriculum Policy**, including timetabled subjects, extra-curricular clubs and activities, character education and enrichment themes, to :
  + Ensure effective EY and NC14 curriculum planning at Whole School, Year Group, Subject and Unit Level to ensure challenge and enjoyment, relevance, progression, breadth, depth, coherence and personalisation.
  + Facilitate curriculum planning, implementation and review that is vertically and horizontally aligned, with clear learning objectives throughout.
  + Ensure that curriculum planning and delivery are aligned with assessment practices and content.
  + Plan and manage effective curriculum related and teaching and learning resource allocation.
  + Drive and support curriculum innovation to enhance EY and NC14 in line with 21st century requirements, communicating and celebrating all new innovations through the School Newsletter, Teacher blogs and Social Media.
  + Ensure that effective transition practices are in place across the school at each transition point.
* **Lead and deliver the Teaching and Learning Policy:**
  + Demonstrate a complete understanding of and ensure a consistent quality in curriculum delivery, learning and teaching throughout all stages of the school, in Early Years Foundation Stage, Key Stage 1 and Key Stage 2;
  + Secure and sustain effective learning and teaching practices throughout all stages of the school by monitoring and evaluating the quality of teaching, environment and standards of students’ achievement.
  + Monitor and raise standards in the quality of Teaching and Learning across the school, EYFS and NC14 Curriculum, and Learning Environment.
  + Provide leadership, guidance and coaching to support staff in deepening pedagogical practice, including use of ICT, outdoor learning, ‘Learning to Learn’ etc themes to meet student needs.
  + Carry out the professional duties of a teacher as required, including providing timetabled interventions, leadership and absence cover.
  + Monitor and support teacher planning and work produced for effective and consistent differentiation and feedback.
  + Ensure the further implementation and development of extra and cross curricular activities to ensure and broaden student experience, in line with curriculum learning objectives.
* **Lead and deliver the Inclusion Policy:** 
  + Strategic leadership and overview of inclusion practice ensuring appropriate intervention and support across the school to meet all student needs.
* **Lead and deliver the Assessment Policy:** 
  + 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.
  + Ensure effective and consistent formative and summative assessment methods and procedures are being planned for and delivered effectively, and capture subsequent student outcomes through termly Learner Profile meetings
  + Provide Leadership, guidance and coaching to support staff in deepening practical data-driven teaching practices.
  + Develop and maintain an effective partnership with parents to support and improve students’ achievement and personal development.
  + 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.
  + Ensure quality use and maximum impact of SIMS, in liaison with the Data Manager.

**In addition, the Head of Academic will:**

* Report to Primary Principal, Director and Governors as required on academic developments and student outcomes through regular timely reports and annual Achievement Narrative and Teaching and Learning Profile.
* Contribute to Parental and Staff Documentation, such as Parent and Staff Handbook.
* Undertake other reasonable duties as may be required or designated from time to by the Principal
* 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 by the Principal

**The Head of Academic will be effective by:**

1. **Developing Self and Others.**

* Keep up to date with developments in educational development.
* Contribute 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.
* Undertake professional development needs relating to School Improvement Plan and individual requirements
* Contribute to a CPD plan based on school and staff needs and offer advice and guidance on suitable opportunities; lead and delegate academic training as needed.
* Promote and support staff in the effective use of the Data Cycle.
* Support staff in taking responsibility for undertaking and recording their own CPD.
* 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.

1. **Leading the organisation**.

* 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.

1. **Managing the organisation**.

* 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.

1. **Securing Accountability**.

* 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.

1. **Strengthening Community**.

* 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 Academic 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 and academic leadership and development.
* A clear understanding of curricular, 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, multitask, 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 December 2020*