



CAYMAN PREP & HIGH SCHOOL

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

JOB DESCRIPTION

Key Stage 4 Coordinator - High School

Post:	Key Stage 4 Coordinator / Subject Teacher
School:	Cayman Prep and High School (High School)
Salary:	CI \$47,500 to CI\$ 63,500
Reports to:	Head of Student Services and Welfare and The Principal
Liaising with:	Heads of Curriculum and Assessment Head of Faculty Teaching Staff

General Summary: The Key Stage Coordinator should be an adaptable educator and innovative leader who will support and uphold the Mission Statement and will assist in coordinating and ensuring the continuing development of the High School (HS) phase. The Key Stage Coordinator will work closely with the Principal, Head of Student Services and Welfare and pastoral teams to ensure current practices are implemented in line with the National Curriculum objectives and the school philosophy, both pastorally and academically. The role will involve implementing the current pastoral and academic provision to suit the demands of a school on a journey from good to great and will work towards developing strategies for independence, self-awareness, values, safety and school ethos. The pastoral system will form the basis on which all curriculum and pastoral proceedings operate and will involve the daily management of both teachers and students. The role will be carried out in addition to a assigned 50% teaching load.

The post holder will assist The Principal and Head of Student Services and Welfare in all aspects of HS development and will act professionally while carrying out the responsibilities and tasks below:

General Responsibilities

- Support the Principal and Head of Student Services and Welfare in providing a clear direction for the development of the school.
- Present a positive image of CPHS both within and beyond school which supports its ethos.
- Contribute to leadership decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's improvement plan.
- Establish and develop positive links with the Primary School, ensuring a smooth transition for students and parents
- Support the Principal, Head of Student Services and Welfare and teachers in the implementation of whole school policies which promote the school's values, aims and objectives.

- Be the lead person within the team for safeguarding and promoting student welfare.
- Liaise with parents and students regularly, with updates, concerns and support
- Meet regularly with the Head of Student Services and Welfare to discuss HS developments and issues.
- Contribute to policies, evaluations and action plans as appropriate to the needs of the High School.
- Keep up to date with developments related to the post.
- Organise and deliver Key Stage assemblies and work with tutors to deliver class assemblies.
- Assist the Head of Student Services and Welfare in the daily management of tutors and students ensuring policies and procedures are adhered to.
- Attend, participate and support community events.
- Liaise with the school's librarian to ensure appropriate pastoral materials are available for students.
- Support and encourage extra-curricular provision and community activities.
- Help generate our Thought for the Day / Week
- Any other duties/responsibilities that may from time to time be asked of the post holder

Pastoral Specific responsibilities

- Work with the Key Stage team to implement a pastoral programme that meets the needs of the developing School.
- Working with the Principal, Head of Student Services and Welfare and key staff, coordinating and developing Personal Social Citizenship Health Education and Every Child Matters (SHEEP) requirements within the HS framework.
- Promote and market the IGCSE/ GCSE programme to other schools, students, and parents.
- Place and monitor new students.
- Meet with new parents after an initial settling in period.
- Provide advice and support for students in their planning for careers, Higher Education and A' Level subject options, through the Unifrog platform and other viable resources.
- Provide support and relevant documentation for students applying for Scholarships.
- Ensure all students are fully informed of their options for post 16 education, employment or training, in keeping with NEET expectations
- Working with The Head of Student Services and Welfare to monitor, transfer and reference documentation for new admissions and leavers.
- Work with the Scholarship Secretariat preparing students for their A' Level funding
- Monitor student attendance and liaise with the Attendance officer
- Maintain detailed student records and organise the preparation of reports on students as required for parent interviews, case conferences, references, transfer information and disciplinary procedures.
- Develop, monitor and support a 'Record of Achievement' system throughout the Key Stage utilising the Unifrog platform, in conjunction with tutors and students.
- Establish and promote an ongoing system of praise and celebration of student achievements, both academic and non-academic.
- Develop leadership training and opportunities for all students
- Develop an effective and impactful transition programme for all students entering Year 10
- Work with tutors and subject teachers to organise options information evenings for Year 11 students planning for post 16, along with mentoring and careers guidance.
- Coordinate meetings with Key Stage teams.
- Develop ongoing information programmes for teachers, parents and students.
- Organise and deliver appropriate information days/evenings.

- Establish links with external bodies and speakers, ensuring a range of guest speakers for all students on a wide range of topics
- Liaise with SFL where necessary.
- Work with The Head of Student Services and Welfare and staff to establish a practical mentoring system for students.
- Promote and maintain communication links and VLE between home and school
- Develop pastoral initiatives such as 'Smile in a Box '
- Work with the Trips and Visits Coordinator to oversee procedures for day trips, residential and overseas visits.
- Work with the Super Council and appointed staff, overseeing the promotion, running and implementation of Student leadership actions.
- Prepare articles for the bi weekly newsletter.
- Monitor and provide updates for the website and social media in relation to student welfare and news events.

Reviews Reports to Parents

- Help oversee the writing of reports.
- Assist the Head of Student Services and Welfare at all stages of the reporting procedures to ensure systems and deadlines are followed.
- Support teaching staff as required with the reporting procedures.
- Work with the Head of Student Services and Welfare to develop a target setting procedure which will be incorporated into the reporting system.

Additional Responsibilities:

Assessment

- Support the Heads of Curriculum and Assessment in implementing HS school assessment policy and procedures.
- Work with the Heads of Curriculum and Assessment, HOFs and teaching staff to identify students who are not keeping pace or are falling behind their peers.
- Work with Heads of Curriculum and Assessment, HOFs and teaching staff to identify and implement strategies for improvement through teaching and learning and assessment for learning.

Staffing /CPD

- Support staff in all aspects of their pastoral duties.
- Assist with programmes of professional development.
- Assist with the orientation of new staff in the school to understand procedures.
- Support teachers in the classroom with aspects of classroom management and teaching and learning if required.
- Carry out lesson observations, learning walks and debriefings.
- Complete and maintain the correct documentation in relation to the above.

Spiritual

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

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 _____