



## **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 yet academically challenging relationships with each student in their subject specific classes. Academic teaching staff are to embrace the opportunities to extend the teaching and learning of the students beyond their classrooms and to engage in extracurricular and or whole school events and activities.

**Reporting to:** The relevant Head of Faculty

**Liaising with:** Academic Leadership Team; Key Stage Coordinators; Form Tutors; Learning Support Coordinator and all teachers.

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

### **Main Duties and responsibilities:**

1. Respect and promote the Mission Statement, Philosophy and Objectives of the School.
2. Teach the prescribed curriculum to assigned students, according to varied educational needs.
3. Ensure students are individually challenged to reach their full potential.
4. Create a welcoming, stimulating and inclusive classroom environment.
5. Maintain appropriate records of student progress and assessment.
6. Teachers must adhere to all the school's policies and procedures. It is the teacher's responsibility to be informed of all procedures required of the administration in relation to the daily functioning of the school, their personal and professional requirements and or needs.
7. 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 or duty.
8. Demonstrate professionalism by recognising that, on occasions, duties will extend beyond the normal school day. Such duties will include early morning and after school duties, in-service training, workshops, faculty meetings, Parent/Teacher Consultations, full staff meetings, school functions, field trips and extra-curricular activities.
9. Present a professional image always within the school community:
  - 9.1. Communicate promptly with the Key Stage Coordinator and Head of Faculty if matters arise which cause concern about the schoolwork or conduct of students.

- 9.2. Ensure that Form Tutors are kept fully informed of discussions with parents about the schoolwork or conduct of students.
- 9.3. Dress and conduct themselves in a professional manner and in accordance with the schools Christian ethos.
- 10. Read and use the HS Handbook and curriculum documentation, available on the School's Q-drive.
- 11. Determine personal professional growth plans for the current academic year, recognising that these will form part of the performance management process.
- 12. Maintain firm but fair discipline and enforce school rules and regulations always.
- 13. Meet all reporting deadlines.
- 14. Liaise with Learning Support staff and subject specialist staff where necessary.
- 15. Participate pro-actively in curriculum / pastoral meetings and activities.
- 16. Take an active part in curriculum evaluation and development.
- 17. 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: \_\_\_\_\_