



CAYMAN PREP AND HIGH SCHOOL

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

JOB DESCRIPTION

DEPUTY PRINCIPAL – PRIMARY SCHOOL

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| Post: | Deputy Principal, Primary School |
| School: | Cayman Prep and High (Primary School) |
| Salary: | CI\$68,000 – CI\$76,000 |
| Responsible to: | Principal |
| Accountable to: | Principal and Director |
| Responsible for: | Year Group Leaders Through them all Teachers and Learning Assistants |
| Liaising with: | Head of Academic Head of Pastoral High School - Heads of School Office Manager Facilities Manager After School Care Lead |

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 promote at all times and to all stakeholders, the stated ideals in the mission statement of Cayman Prep and High School.
- To support the Principal as a member of the Primary Leadership Team (PLT) provide a clear vision for the future of the school.
- To assist the Principal to establish a culture of high expectation and to ensure smooth day-to-day running of the school and a safe and secure environment as a platform for high-quality education for all students, continuous school improvement and ongoing staff development.
- To undertake the professional duties of the Principal, in the absence of the Principal.

PLT Responsibilities

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

- Ensure the day-to-day operational success of the Primary school to enable the best educational platform.
- Ensure that the holistic development of the students and their well-being in the school's care are accorded the highest priority.
- Support Academic and Pastoral developments in line with School Improvement Plan and establishing policies through which it is to be achieved, monitor standards of academic provision and student progress, and pastoral provision and student welfare

Key areas of responsibility are:

- a) Strategic Leadership (Shaping the Future).** The Deputy Principal will:
- Drive and implement the shared vision and strategic plan for the school. At the core of this will be the educational, personal and spiritual development of the students.
 - Work in close alignment with Academic and Pastoral development as lead by PLT colleagues
 - Lead by example, provide inspiration and motivation, and embody for the students, staff, parents and governors, the vision, purpose and leadership of the school.
 - 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
 - Ensure the vision for and mission of the school is clearly articulated, shared, understood and acted upon effectively by all and work with the school community 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, which takes account of different backgrounds, culture and abilities within that community, underpinned by equality of opportunity for all in which individuals feel valued and where personal endeavour and responsibility are encouraged.
 - Coach and work with others to generate enthusiasm, commitment and to create a shared culture, positive climate and an environment conducive to excellence.
- b) Leading Administrative and Operational practice and development.** In agreement and consultation with the Principal, and in liaison with PLT, the Deputy Principal will:
- Lead and managing effective staff and resource allocation/ co-ordination of staff absence cover.
 - Timetable construction KG to Y6.
 - Ensure the effective operation of the After School Care, School Club programme and School Trips.
 - Participation in, leading informative school tours for prospective parents.
 - Oversee Year 6 to year 7 transition with Year 6 Group Lead and team and HS colleagues
 - Co-ordination of maintenance and cleaning staff to ensure effective organisational and Health, Safety and Security measures.
 - Leadership, planning and co-ordination and attendance of designated School Assemblies, School Events and Parent Presentations.
 - Lead and co-ordinate distribution of positive marketing and information through the School Newsletter, Teacher blogs and Social Media.
 - Carry out the professional duties of a teacher as required, including providing Leadership and absence cover.
 - Ensure quality use and maximum impact of SIMS, in liaison with the Data Manager. Develop and maintaining positive partnerships with parents across the school.
 - Undertake other reasonable duties as may be required or designated by the Principal
- c) Supporting the drive for Academic practice and development.** In agreement and consultation with the Principal, and in liaison with Head of Academic, the Deputy Principal will:
- Demonstrate a complete understanding of and ensure a consistent quality in curriculum, 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 curriculum, teaching and learning throughout the school by monitoring and evaluating the quality of teaching and standards of students' achievement, using data and benchmarks to monitor progress in every student's learning and setting targets for improvement.
 - Ensure that learning and achievement is at the centre of strategic planning and resource management.

- Promote excellence in teaching and learning, ensuring a continuous and consistent school wide focus on students' achievement and development (moral, spiritual, physical, social and academic);
- Oversee the effective implementation of the curriculum and its assessment.
- Ensure that effective and appropriate academic, pastoral and spiritual support is available to students.
- Ensure the further implementation and development of extra and cross curricular activities to ensure and broaden student experience.
- Develop and maintain an effective partnership with parents to support and improve students' achievement and personal development.

d) Supporting the drive for Pastoral practice and development. In agreement and consultation with the Principal, and in liaison with Head of Pastoral, the Deputy Principal will:

- Demonstrate a complete understanding of and ensure a consistent quality in children's Physical, Mental & Emotional Wellbeing and Personal Development through policies, platforms and practices including:
 - PASS data
 - Character Education
 - Behaviour & Anti-Bullying Policy and practice
 - Attendance Policy and practice
 - Wellbeing Committee etc

The Deputy Principle will be effective by:

a) 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.

b) 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 the performance management appraisal performance for designated staff members.
- Ensure effective use of financial, technological and other resources in designated areas.

c) 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.

d) 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.

e) 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 Deputy Principal should be an inspirational and dynamic leader committed to the highest standards in every area of the work of the school. They should 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 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 preparation, 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
- Ability to identify and manage risks
- Proficient in the use of Management Information Systems

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