



# **CAYMAN PREP & HIGH SCHOOL**

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

## **JOB DESCRIPTION**

### **Head of Pastoral Care and Student Services, High School**

Post:	Head of Pastoral Care and Student Services, High School
School:	Cayman Prep and High (High School)
Responsible to:	Principal
Accountable to:	Principal and Director
Responsible for:	Key Stage Coordinators Heads of Year
Liaising with:	Head of Curriculum, Learning and Teaching Head of Assessment and Inclusion Key Stage Coordinators Data and SIMS Manager School Counsellor and School Nurse

### **Primary Purpose**

The Head of Pastoral Care and Student Services reports to and is under the direction of the Principal and shares in the professional leadership and management of the High School. The successful candidate will be part of the High School Leadership Team. The Head of Student Services and Welfare will be required:

### **Management**

- To ensure staff involved in the pastoral care and wellbeing of HS students are supported as needed so that the quality of the provision is first-class
- To be responsible for the staffing of all pastoral activities as well as for their quality and to manage the appointment and subsequent supervision of specialist staff and outside agencies
- Conducting annual staff reviews for direct reports
- Holding regular meetings with direct reports

### **Pastoral**

- Leads the teams of Key Stage Coordinators, HOYs, meeting regularly to ensure effective communication and the smooth day to day running of each year group
- Works with HOYs to produce a development plan of priorities for Yr. 7 to Yr. 13

- Oversees and reports on attendance
- Checks Pastoral comments on reports
- Is responsible for the Tutor Handbook
- Runs INSET for tutors on supporting students pastorally
- Liaises with the School Nurse regarding medical issues and problems in Year 7 – 13
- Works with the School Counsellor and the Designated Safeguarding Led to produce welfare plans, and liaise with CIG agencies as required
- Works with the Learning Support department, as necessary
- Has overall responsibility for Pastoral Manager on SIMS
- Coordinates whole school focus weeks e.g., STAY SAFE, ENJOY and ACHIEVE, POSITIVE PARTICIPATION

### **Mental Health Lead**

- Is responsible with the Counsellor, the Key Stage Coordinators, and the School Nurse for first aid for mental health issues.

### **Diversity and inclusion**

CPHS is committed to inclusion and celebrating diversity. The post-holder will have a core responsibility to ensure that all students feel supported and valued and to champion inclusion and diversity in school and beyond.

### **PSHEE**

- Creates, reviews, and publishes the PSHEE programme, ensuring that teaching staff implement it effectively.
- Arranges related pastoral evenings for parents
- Manages the PSHEE budget
- Has responsibility for positive psychology (emotional capital, healthy mindset, resilience and coping with failure/risk), including mindfulness

### **Student Voice**

- Ensures that students are heard and empowered
- Oversees School SUPER Council

### **Transition**

- Works with the Principal and Key Stage Coordinators in the planning and delivery of Taster Days, information evenings at government Middle Schools, 11+ and 13+ Entrance examinations, new students days, school tours and other marketing and recruitment events, as appropriate
- Is responsible for new students and transition including allocating form and House and Form Buddies
- Overseeing the transition and induction of new students in Years 7 - 13
- Writes references for students in the Years 7 - 13 who have applied to other schools

**As this position carries a 50% teaching load, additional responsibilities of all teaching staff, including**

- Maintaining good order and discipline among students safeguarding their health and safety at all times when they are the responsibility of the school
- Sharing with other staff the responsibility for excellent pastoral care
- Maintaining high standards of time keeping, attending assemblies, playing an active role in the life of the school, including the co-curricular activities programme, supporting school functions, and attending year group social events, where appropriate
- Carrying out supervisory and general duties as reasonably required, upholding good standards of behaviour and punctuality among students
- Participating in meetings as required
- Preparing and teaching lessons in accordance with agreed departmental and school schemes of work and teaching strategies
- Knowing and adhering to all school and departmental policies
- Setting and marking work regularly, including homework, according to school policy and in a style agreed within the department
- Assessing, recording and reporting on the development, progress and attainment of students in accordance with departmental and school policies
- Participating in arrangements for preparing and assessing students' work for public examinations
- Contributing to the formulation and revision of departmental schemes of work, teaching resources, assessment materials and developing new courses
- On taking up a new appointment, participating in the school's programme of induction and review of new staff
- Participating in the school's annual appraisal programme
- Participating in arrangements for staff development and INSET. Participating in administrative and organisational tasks related to all the above, including management and supervision of all ancillary staff when appropriate
- Attending all required school functions, as directed by the Head: staff meetings, parents' evenings, homework duty, Open Days, Options Information Evenings etc. and preparing exhibits, demonstrations as required
- Undertaking any other duties deemed appropriate by the Head within the context of the school ethos and the teaching programme
- Overseeing the EPQ Programme delivery

**THE PERSON Professional knowledge, experience, skills, and abilities**

The successful candidate will:

- Have excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate

- Be a radiator
- Have excellent written and spoken English
- Have first class organisational and administrative skills, with the ability to remain calm under pressure, work to tight deadlines and manage competing priorities
- Have the ability to work effectively as a member of the Academic leadership team, to show initiative and imagination and to have the vision and the ability to inspire others
- Have strong analytical and problem-solving skills, combined with a proactive and positive approach to change management
- Be effective and energetic in instigating and implementing change
- Be able to see through complex strategies from concept to conclusion
- Be efficient and able to manage a range of tasks and issues at the same time
- Have a sensitivity to the diverse needs of students
- Have personal integrity, honesty, energy, stamina, resilience, and enthusiasm
- Have a willingness to give generously of their time to support school events and activities
- Have a commitment to personal development and life-long learning
- Have a good working knowledge of common IT applications, with a clear understanding of the potential for IT in enabling more innovative and effective approaches to learning, teaching and school organization

#### **All Staff Are Expected To:**

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

#### **Attributes**

The successful candidate will:

- Support the ethos of CPHS and work in accordance with the school's aims and policies.
- Maintain high professional standards of attendance, punctuality, appearance, behaviour and positive, respectful relationships with students, parents, and colleagues.
- Be an experienced teacher, able to demonstrate outstanding outcomes, with significant leadership and management experience.
- Be passionate about teaching and learning
- Be keen, enthusiastic, innovative, and inspirational
- Have the necessary experience to support senior colleagues.

- Have the warmth, empathy and patience required to deal with difficult situations fairly, calmly and with a proportionate response
- Have the capacity to think strategically and to convert strategic vision and ideas into policies and practice
- Have the charisma to lead, challenge, support and motivate members of staff
- Possess a clear understanding of pastoral care in an international and national environment
- Demonstrate sound judgment and discretion
- Have the capacity to respond positively to change and challenge
- Have successful teaching experience across the secondary phase, up to and including A Level, with a track record of consistently enabling pupils to achieve high standard
- Have some experience of strategic planning or of curriculum evaluation
- Be aware of recent important international educational developments

### **Safeguarding**

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Head of Pastoral Care and Student Services \_\_\_\_\_

Date: \_\_\_\_\_

Primary School Principal \_\_\_\_\_

Date: \_\_\_\_\_