



CAYMAN PREP & HIGH SCHOOL

Owned and operated by the United Church in Jamaica and the Cayman Islands

Cayman Prep and High School is a private, co-educational Christian school with over 1,000 students ranging from Kindergarten to Year 13 and offers a British-based international curriculum leading to IGCSE / GCSE and A-level qualifications. The school is renowned for providing a stimulating learning environment in which our students become critical, creative thinkers, responsible citizens and lifelong learners. This is evident in our consistent record of outstanding academic achievements, pastoral care and wide range of extra-curricular activities.

The **High School** invites applications from fully qualified, enthusiastic and experienced Caymanians, Caymanian Status Holders and Permanent Residents with the Right to Work to join our high-performing team in the following position:

Special Educational Needs Coordinator (SENCO) – High School

Reporting to Principal and to the Head of Assessment and Inclusion the SENCO will be responsible for putting provisions in place to ensure that the progress of pupils with Special Educational Needs (SEN) improves relative to those without SEN. The SENCO will ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Educational Needs and will support all staff in understanding the needs of SEN pupils, while supporting the developments of SEN provision for pupils in all faculties.

The Special Educational Needs Coordinator will be required to:

- Plan and teach lessons to ensure outstanding student learning and progress for students.
- Plan, deliver and lead the Study Skills program for KS3 and KS4.
- Work collaboratively with team members and with other specialists such as the Guidance Counsellor, Speech and Language/Occupational Therapists, Educational Psychologists etc.
- Ensure that students with SEN are identified and disseminate the most effective teaching approaches for these students.
- Maintain and keep up-to-date student passports, registers and provision maps.
- Collate and interpret specialist assessment data – share with teachers and other relevant staff and share the best ways to use this data to support SEN students.
- Work closely with the exams team to ensure that exam accommodations are provided for all students who are entitled to it.
- Manage the budget of the SEN department.
- Utilise resources with efficiency, including staffing within the department.
- Work with the Head of Curriculum, Learning and Teaching to ensure the school's curriculum is suitable for all students and advise on needed amendments when necessary.
- Lead the performance management process for SEN teachers and Learning Assistants.
- Exercise a role in assisting the Principal and ALT with the strategic direction and development of the SEN faculty and provision.
- Contribute to the School Evaluation regarding SEN provision.
- Deliver effective CPD to whole school, regarding individual learning for every child
- Liaise with staff, parents, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.

Qualifications, experience and skills required for this position are:

- A Bachelor's degree from a recognised institution, together with an internationally recognised teaching certificate, PGCE, a Bachelor of Education or H.Dip.Ed. Having the National SENCO Award would be an advantage.
- Minimum of five years' current experience teaching a British-based curriculum.
- Minimum of four years' experience leading a successful SEN department.
- Experience with teaching children with barriers to learning such as dyscalculia, dyslexia, dysgraphia, autism, ADHD, emotional and mental health needs, or have a combination of these.
- Current knowledge and understanding of resources needed to support Key Stage 3, 4 (GCSE) and 5 (A Level) students, the English National Curriculum (2014), the UK SEND regulations (2014) and working knowledge of the Cayman Islands Additional Learning Needs Code of Practice.

- Excellent classroom practitioner who is passionate about facilitating student learning with creative and innovative ideas.
- Excellent communication skills, both oral and written, and the ability to adapt to a range of very different audiences.
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets, and is solution driven ambassador.
- Ability to use ICT software, such as Microsoft Word, Excel, PowerPoint, and SIMS.
- Ability to teach a foreign language for vertical learning would be an advantage.
- High level of personal integrity and confidentiality.
- Ability to think strategically, analytically, and creatively.
- Outstanding leadership and interpersonal skills with the ability to work collaboratively, coach, mentor and maintain respectful and trusting relationships.
- 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.
- Candidates will be expected to fully adhere to and support the Christian ethos of the school.

Salary range for the Head of Assessment and Inclusion position is CI\$50,000 - CI\$62,000 per annum commensurate with experience. Benefits include:

- Generous medical insurance
- Contribution to a pension plan
- A contract resigning bonus
- Discounted school fees for 2 dependent children
- Continued Professional Development Opportunities throughout the School Year

Cayman Prep and High School is totally committed to safeguarding the welfare of our children and young people and expects the same commitment from all our employees. All successful candidates will be subject to enhanced pre-employment clearance including identity checks, criminal background checks, qualification checks and employment checks to include an exploration of any gaps in employment and three satisfactory employment checks.

Further information about the school can be viewed on the school website: www.cayprep.edu.ky. **APPLICATIONS WILL ONLY BE CONSIDERED IF SUBMITTED ON THE RELEVANT SCHOOL APPLICATION FORM** (available on the website) and forwarded along with a covering letter and CV to:

Mr. Karl Murphy, High School Principal
P.O. Box 10013
Grand Cayman KY1-1001
Cayman Islands
hs-recruitment@cayprep.edu.ky

Deadline for receipt of applications: **Tuesday, April 26th, 2022**
Only short-listed candidates will be contacted.