



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 individuals to join our high-performing team **August 2023** for the following post:

LIBRARIAN/TEACHER

The successful candidate will be responsible for leading a lifelong love of learning, developing, and promoting the library to ensure that a highly structured and effective resource is provided. The successful candidate should ensure that the work of the library is consistent with the aims of the school and that it supports and promotes the school's ethos. The successful candidate will be required to teach termly vertical learning courses and will be responsible for filling in as a supply teacher during teacher absences. They will also be responsible for the literacy program for the High School (Accelerated Reader), will lead the Extended Project Qualification (EPQ) and will lead instruction on this, while leading information evenings on EPQ for parents.

Duties will include, but will not be limited to:

- Leading a thriving culture of reading within the school and promoting the library as a resource
- Managing the High School's Library and information resources ensuring effective and efficient access to printed and electronic information
- Preparing reading materials for projects and units of enquiry
- Periodically auditing and monitoring student use to encourage that all students effectively use the library
- Working with the Principal, managing the library resource budget, taking responsibility for the selection, acquisition, organisation, promotion and display of books and other resources
- Selecting, acquiring, organising, promoting and maintaining books and other learning resources to cover the full age and ability range of the students
- Participating with teaching staff in planning and supporting reader development, and encouraging the reading and enjoyment of literature
- Assisting with Accelerated Reader programs
- Managing learning materials for effective retrieval and use, including the systematic indexing, classification and cataloguing of all Library resources and dissemination of information relating to those resources to staff and students as appropriate
- Supporting the maintenance of up-to-date records and organising other school reading resources
- Will be required to offer supply teaching and supervise educational trips and visits
- Fully adhere to and support the Christian ethos of the school

Qualifications, experience and skills required:

- Must have a Bachelor's degree in any subject and an internationally recognised teaching qualification, such as a PGCE, BEd. or H.Dip.Ed
- Minimum of two years' current teaching experience teaching at the High School level
- Current knowledge and understanding of a curriculum subject and resources to support Key Stage 3, 4 (GCSE) and 5 (A Level) students and the British National Curriculum
- Robust knowledge, understanding and experience of library and information skills
- 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, set and meet appropriate targets, and is solution driven, a positive / literature ambassador
- Ability to use a Library Management Information Systems, SIMS and other IT software, such as Microsoft Word, Excel, PowerPoint, and SIMS

Salary range for the position listed above is CI\$48,500 – CI\$66,500 per annum commensurate with experience based on the school's point salary scale. Benefits include:

- Discounted school fees: first child 100% and 50% for up to 2 additional dependent children
- Annual travel allowance
- Generous medical insurance plan – medical premium cost paid for employee at 100%
- Contribution to a pension plan
- Generous school holidays
- 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 prohibition from teaching checks, 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 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
Email: hs-recruitment@cayprep.edu.ky

Deadline for receipt of applications: **Thursday, January 26th, 2023**
Only shortlisted candidates will be contacted