



## **CAYMAN PREP & HIGH SCHOOL**

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

### **JOB DESCRIPTION**

#### **Head of Faculty - English (High School)**

<b>Post:</b>	Head of Faculty – English
<b>School:</b>	Cayman Prep and High (High School)
<b>Responsible to:</b>	Principal
<b>Responsible for:</b>	All teaching staff working within the English Faculty.
<b>Liaising with:</b>	The Learning Support Coordinator; Form Tutors; Key Stage Coordinators; Academic Leadership Team

The Head of the English Faculty shall actively promote positive learning experiences to increase the academic achievement of the students, maintaining excellency, ensuring consistency, leading, managing and developing the subject within the faculty. He/she shall, in addition, undertake a teaching responsibility and set an exemplary model to colleagues, role modelling outstanding teaching practice and classroom management.

#### **Purpose:**

- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum to meet the learning needs of the students, in accordance with the school's policies.
- Raise standards of student achievement and monitor and support student progress within the faculty.
- Lead the professional development of faculty staff.
- Lead the development of varied and appropriate teaching strategies within the faculty.
- Manage and deploy teaching staff, financial and physical resources within the faculty.
- Provide curriculum continuity and progression in English through supportive liaison with the Primary School.
- Be responsible for prudent assessment.
- Correctly resource and budget

## **Key Responsibilities:**

### **1. Strategic Planning**

- Work with colleagues to formulate a vision, coherent aims, objectives and a Faculty Improvement Plan in line with the overall vision, aims and objectives of the School Improvement Plan.
- Manage the effective deployment of staff and physical resources within the allocated budget to maintain an effective learning environment.
- Develop an appropriate range of teaching and learning strategies to support all learners, including the effective use of technology.
- Work with colleagues to produce and maintain an appropriate Faculty Handbook reflecting up-to-date faculty policies and procedures.
- Establish open and frequent communication with other Heads of Faculty on relevant cross-curricular and extra-curricular issues.
- Underpin excellence in upcoming OES inspection

### **2. Curriculum Development**

- Keep up-to-date and fully informed of current research and best practice.
- Working collaboratively with the faculty staff, develop, evaluate and revise all curriculum documentation annually to ensure that rigorous academic standards and high expectations are maintained and that the syllabus requirements of the External Examination Boards are fully and appropriately implemented.
- Ensure that Schemes of Work for all Key Stages are current, fully documented and available for all faculty members on the Q drive and or Staff portal
- Chair weekly faculty meetings to review curriculum implementation regarding the Faculty Improvement Plan, units of study and lesson planning.
- Maintain relevant accreditation with the examination and validating bodies.

### **3. Assessment.**

- Ensure that standards of marking and assessing are consistently and fairly applied in accordance with faculty guidelines.
- Ensure that all teachers use appropriate targets, based on formative assessment of class work and standardised tests, to sustain improvement in student learning.
- Use comparative data effectively to monitor the progress of individuals and groups of students, identifying barriers to learning and implementing strategies to support improvement.
- Ensure that internal examination and test papers adequately and fairly reflect the appropriate Units of Study, and enable formative, as well as summative, assessment of academic progress.
- Assume full accountability for the smooth and successful implementation of all internal examinations within the faculty.
- Work cooperatively with the Academic Leadership Team, Key Stage Coordinators and the Examinations Officer in meeting all reporting deadlines.

#### **4. Staff**

- Promote teamwork and develop effective working relationships.
- Familiarise all faculty members with the Q-drive, VLE and SIMs
- Work cooperatively and supportively with other Faculty Heads and the school's management teams.
- Actively participate in the recruitment process pertaining to the Faculty.
- Assist with the orientation of new staff.
- Chair faculty meetings efficiently, ensuring the recording and circulation of the agenda and minutes.
- Undertake Performance Management Reviews.
- Ensure that staff developmental needs are identified and appropriate programmes are planned to support professional development.
- Review and approve lesson plans for each unit of study.

#### **5. Communication**

- Communicate a clear vision for the curriculum to all stakeholders.
- Assume responsibility for the prompt communication to parents of any matters of concern about the academic progress of their child.
- Ensure that parents are regularly provided with formative information in jargon-free language, not simply marks, grades or numerical values.
- Supervise the reporting to parents of students' progress, to ensure that high standards are maintained and deadlines are met.

#### **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 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.

Post holder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Post Holder Signature: \_\_\_\_\_

High School Principal: \_\_\_\_\_ Date: \_\_\_\_\_