



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 **Primary 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:

COUNSELLOR

(Job Ref# A141-24-25)

The successful candidate will be responsible for providing an independent and confidential counselling service to the Primary School Community, responding to their personal, social, emotional and / or educational concerns. The successful candidate will also work with the PSHE lead and Head of Pastoral, to develop positive approaches and strategies to enhance the positive ethos of the school, the PSHE curriculum and the continued development of strong Christian Principles across the School. In addition, they will support the continued development of strong Christian Principles across the School Community and ensuring that appropriate Safeguarding and Child Protection measures are fulfilled.

Duties for the Counsellor position will also include, but will not be limited to:

- Implement a suitable and structured referral system to identify, collect and collate information on students who may require support.
- Set up systems for assessing the needs of students who may have long or short term emotional, personal, social and/or educational needs.
- Provide specialist help, support and advice to students, in individual or group settings
- Co-ordinate and lead meetings or case conferences which include all relevant stakeholders and maintain confidential communication, involvement and support of all parties concerned.
- Advise and assist staff members on appropriate classroom and playground strategies, in order to give students, support and guidance for their emotional, personal, social and/or educational development.
- Provide written reports on the activities and services provided during the school year.
- Implement a proactive approach to educating students, staff and parents on PSHE issues, such as Safety, Friendship and Healthy Living.
- Liaise with other professionals within and outside of the school to utilize their expertise and resources.

Qualifications, experience and skills required for the Counsellor position:

- Be professionally trained, holding a University Degree in Counselling or the equivalent qualifications.
- Must be a registered Counsellor or eligible to register with the Cayman Islands Health Practice Commission.
- Have a minimum of five years' Counselling experience working within the Primary School / Children's sector.
- Demonstrate excellent communication skills at all levels, with children, staff, parents and external agencies.
- Have a calm and approachable manner, able to exercise qualities of tolerance, patience and sensitivity.
- Demonstrate up to date professional knowledge and judgement on Safeguarding, Child Protection Policy and related issues.
- Demonstrate up to date, professional knowledge and judgement on Counselling techniques and strategy.

Salary range for this position is CI\$52,000.00 to CI\$72,000.00 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 fully 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.

APPLICATIONS WILL ONLY BE CONSIDERED IF SUBMITTED ON THE RELEVANT SCHOOL APPLICATION FORM and submitted along with a cover letter and CV.

Applicants must apply using this link - <https://wkf.ms/3Z6LTgE>

The cover letter should be addressed to:

**Mrs. Sacha Strand, Primary School Principal
P.O. Box 10013
Grand Cayman KY1-1001
Cayman Islands**

For further information about all job vacancies and how to apply please use **this link** - www.cayprep.edu.ky/about-cphs/vacancies/

Deadline for receipt of applications: Sunday, 26th May 2025

Only shortlisted candidates will be contacted.