



CAYMAN PREP & HIGH SCHOOL

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

Job Description All High School Teachers

Reporting to: The relevant Head of Faculty

Liaising with: Academic Leadership Team; Key Stage Coordinators; Form Tutors; Learning Support Coordinator and all teachers.

The professional conduct of the academic teaching staff is fundamental to the school's success. Teachers have the responsibility to uphold and promote the school's ethos by developing caring, supportive yet academically challenging relationships with each student in their subject specific classes. Academic teaching staff are to embrace the opportunities to extend the teaching and learning of the students beyond their classrooms and to engage in extracurricular and or whole school events and activities.

The duties and responsibilities of the academic teaching staff include but are not restricted to the following:

Main Duties and responsibilities:

- Know and promote the Mission Statement, Philosophy and Objectives of the School.
- Teach the prescribed curriculum to assigned students, according to individual educational needs.
- Ensure students are challenged and supported to reach their full potential.
- Create a welcoming, stimulating, and inclusive learning environment.
- Maintain appropriate records of student progress and assessment.
- adhere to school expectations, policy and procedures.
- Present a professional positive image always within the school community:
- Communicate promptly with the Key Stage Coordinator and Head of Faculty if matters arise which cause concern about the schoolwork or conduct of students.
- Ensure that pastoral colleagues are kept fully informed of discussions with parents about the schoolwork or conduct of students.
- Dress and conduct themselves in a professional manner and in accordance with the school's Christian ethos.

- Understand and use the HS Handbook and curriculum documentation.
- Determine professional improvement plans for the current academic year, recognising that these will form part of the performance management process.
- Meet all deadlines.
- Liaise with Learning Support staff and subject specialist staff where necessary.
- Participate pro-actively in curriculum / pastoral meetings and activities.
- Take an active part in curriculum evaluation and development.
- Demonstrate professionalism by recognising that, duties may extend beyond the normal school day. Such duties will include early morning and after school duties, in-service training, workshops, faculty meetings, Parent/Teacher Consultations, full staff meetings, school functions, field trips and extra-curricular activities.
- Undertake other duties as may be required or designated from time to time by the Principal.

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 discharge 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: _____