



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 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.

We are looking for enthusiastic, positive, and forward-thinking individuals to join our supportive, collaborative community. We are focused on excellent, child-centred learning for all and invite your application to be a part of our high-performing team at the **Primary School site October/November 2025** for the following position:

LIBRARIAN / TEACHER – (PRIMARY SCHOOL)

(Job Ref# A147-25-26)

The successful candidate will be responsible for managing and promoting the effective and efficient use of the library and library resources. Working with the English lead and phonics/early reading, the successful candidate will lead on the reading scheme throughout the Primary School, as well as teach library lessons. In addition, the successful candidate may also be required to teach cover lessons and cover for teachers who are absent.

Duties will include, but will not be limited to:

- Delivering lessons to ensure excellent student learning based on the English National Curriculum across a number of year groups ranging from Early Years to Year 6.
- Supporting the English and Phonics Lead in effectively analysing student data for reading and use this to inform planning of library and reading lessons.
- Working well with the English lead to plan reading events and activities both on site and in the community.
- Providing opportunities for students to be actively involved in their learning, through practical activities, investigations, and research.
- Managing the school's library and resources, including budgeting, ensuring effective and efficient access for all staff and students.
- Managing the library resources for effective retrieval using systematic indexing, classification and cataloguing.
- Actively demonstrating a passion for education and a strong commitment to being an active member of the CPHS community.

Qualifications, experience and skills required:

- A Bachelor's degree from a recognised institution, together with an internationally recognised teaching certificate, such as a PGCE, a Bachelor of Education or H.Dip.Ed.
- A minimum of three years' teaching experience, teaching a British-based curriculum.
- Excellent communication skills, both oral and written, and the ability to adapt to a range of very different audiences.
- Experience of or ability to learn to manage Junior Librarian and / or similar Library Management Information Systems and other ICT software, such as Microsoft Word, Excel and PowerPoint.
- Experience of or willingness to train in the effective use of Accelerated Reader and Bug Club.
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets.
- Excellent organization skills.
- Ability to think creatively to inspire and foster a love of reading across the school.
- All staff are expected to fully adhere to and support the Christian ethos of the school.

Salary range for the position listed above is CI\$50,000.00 – CI\$62,000.00 per annum commensurate with experience based on the school's point salary scale. Benefits include:

- Generous medical insurance plan – medical premium cost paid for employee at 100%
- Contribution to a pension plan
- Exceptional monetary relocation allowance on arrival
- Return Airfare on initial relocation
- Annual travel allowance

- Discounted school fees: first child 100% and 50% for up to 2 additional dependent children
- Tax free salary
- 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/4g7jhva>

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: Tuesday, September 23rd, 2025

Only shortlisted candidates will be contacted.