



Cayman Prep and High School **Second in Faculty, Job description**

The Second in Faculty shall actively promote positive learning experiences, increasing the academic achievement of students, working alongside the Head of Faculty, leading, managing and developing all aspects within the faculty. They shall, in addition, undertake a full-time teaching role within the school and set an exemplary model to all staff of consistently outstanding teaching practice and rigorous classroom management, embodying the CPHS ways of working and dynamically contributing to the Cayman Prep and High School Advantage.

Purpose:

- Ensure and strengthen the provision of an appropriately broad, balanced, relevant and differentiated KS3 curriculum to meet the learning needs of all students, in accordance with the school's policies.
- Support school leadership in raising standards of student achievement, monitoring and supporting student progress within the faculty.
- Lead the professional development of faculty staff by sharing best practice, and recommending external CPD, where appropriate, with support from the CPD Coordinator.
- Lead the development of varied and appropriate teaching strategies and schemes of work within the faculty.
- Drive excellence and radiate high standards, providing guidance to colleagues and ensuring consistency in excellent delivery.

Reporting to: Head of Faculty

Liaising with: Head of Faculty, Heads of Year, HLT, CPD Coordinator

Allowance: A6 (\$2,500)

The duties and responsibilities of the second in faculty include but are not restricted to the following:

- Work with the CPD coordinator, and Head of Faculty, taking a leading role, driving strategic planning for CPD within the faculty.
- Be responsible for developing and actioning a specific area of the faculty improvement plan at the direction of the faculty leader.
- Be the key person responsible for the oversight of competition and clubs within the faculty, including COBIS competitions as relevant to your faculty.
- Work with your Head of Faculty to lead on required aspects of the faculty's subject week.
- Collaborate with your faculty leader to help with quality assurance of teaching and learning in the faculty including joint lesson observations, pop ins and book looks.
- Ensure high standards and setting high expectations for colleagues and students
- Be responsible for the KS3 curriculum in your relevant subject area including liaison with the primary school subject leader.

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 will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Post holder Name: _____ Date: _____

Post Holder Signature: _____

High School Principal: _____ Date: _____