



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:

Head of Pastoral

(Job Ref#A144-25-26)

The Head of Pastoral reports to and is under the direction of the Principal and shares in the professional leadership and management of the Primary School in keeping with and promoting the Christian principles and ethos of the United Church in Jamaica and the Cayman Islands. The Head of Pastoral will lead on quality assurance and enhancement of all matters Pastoral across the school in order to raise standards of provision to improve student welfare. The successful candidate will lead in the strategic development of personal growth, character education, wellbeing and related dimensions of pastoral policy and practice across the school, ensuring individual student needs are met. The successful candidate will be part of the Primary School Leadership Team.

The Head of Pastoral will be responsible for:

- Providing the pastoral vision and direction of the primary school to create an ethos which enables effective personal development by students to prepare them for life in the 21st century.
- Working with the Primary Leadership Team to translate the vision and mission of the school into agreed objectives and operational plans which will promote and sustain school improvement.
- Promoting a caring and nurturing environment for the school community.
- Coaching and working with others to generate enthusiasm, commitment and to create a shared culture, positive solution driven climate and an environment conducive to excellence.
- Ensuring effective classroom identification of children's learning differences, and suitable provision, including interventions, internal or external, through the SENCO and ALSN team, in accordance with the Cayman Code of Practice
- The strategic leadership and overview of extra-curricular provision through review and evaluation of Clubs and Activities programmes, and After School Care provision, putting measures in place to continually enhance the provision.
- Leading and delivering the children's physical, mental and emotional wellbeing, and personal development to support maximum academic progress.
- Overseeing and reporting on student attendance, ensuring the attendance policy and practices are aligned with academic expectations.
- Developing and maintaining effective partnerships with parents to support and improve students' achievement and personal development.

- Leading on the development of best practice in student agency, leadership and responsibility through the supervision of the House Captain and Prefect and student Council roles.
- Carrying out the professional duties of a teacher as and when required.

Qualifications, Experience, and Skills

- A university degree with an internationally recognised teaching qualification, such as a PGCE, Bachelor of Education or H.Dip.Ed. A School Leadership qualification will be an advantage.
- A minimum of six years of outstanding and varied teaching practice and experience in school(s) providing NC14 and EYFS Curriculum, with a track record of consistently enabling pupils to achieve high standards.
- A minimum of one to two years outstanding education and pastoral leadership, and development experience at senior management level.
- In-depth and up to date knowledge and understanding of the National Curriculum for England 2014 (NC14) and Early Years Foundation Stage (EYFS) Curriculum
- A clear understanding of pastoral dimensions, including personal development, wellbeing and welfare provision and processes, recent developments in pastoral practice and of the factors and strategies that can impact upon student outcomes.
- A strong understanding and experience of Child Protection and Safeguarding policy and procedures.
- Have some experience of strategic planning, of budget management and reporting procedures, and personnel leadership and performance management.
- Can work effectively as a member of the Leadership team, to show initiative and ingenuity and to have the vision and the ability to inspire others.
- High level of personal integrity and confidentiality.
- Have excellent interpersonal skills including the ability to be solution driven and relate well to people on all levels, to resolve conflicts in a sensitive manner and to encourage and motivate.
- Have first class organisational and administrative skills, with the ability to remain calm under pressure, work to tight deadlines and manage competing priorities.
- Have a good working knowledge of common IT applications, with a clear understanding of the potential for IT in enabling more innovative and effective approaches to learning, teaching and school organization.
- A commitment to gaining further qualifications and/or accreditation in Educational Leadership
- Supporting the Christian ethos of CPHS and work in accordance with the school's objectives and policies.

Salary range for the Head of Pastoral Care and Student Services position is CI\$72,000.00 - CI\$78,000.00 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
- Generous medical insurance plan – medical premium cost paid for employee at 100%
- Contribution to a pension plan
- Annual travel allowance
- 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/4nNovij>

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: Thursday, October 16th, 2025

Only shortlisted candidates will be contacted.