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 (I)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:

LIBRARIAN / TEACHER – (PRIMARY SCHOOL) **(Job Ref# A169-27-28) (WORC Job ID# C6U2B6)**
The successful candidate will be required to provide regular library teaching and to cover for absent teachers on occasion. The successful candidate will be responsible for leading, managing and promoting the effective and efficient use of the library and library resources to support high reading outcomes.

Duties will include, but will not be limited to:

- Developing and maintaining a library and reading curriculum to support reading and writing across the school.
- Delivering library lessons to ensure outstanding student learning based on the English National Curriculum learning objectives in reading across all year groups from KG year 6 and according to varied educational needs.
- Covering other subject lessons, as necessary, to ensure outstanding student learning based on the English National Curriculum learning objectives across all year groups from KG year 6 and according to varied educational needs.
- Providing opportunities for students to be actively involved in their reading learning, through reading initiatives, practical activities, and text investigations.
- Managing the Primary School's library information system and cataloguing ensuring effective and efficient access for all staff and students.
- Managing the library budget effectively to ensure the library is well equipped and resourced according to need and best practice.
- Promoting a love for reading across the school through leading initiatives such as World book day, storyboard competition and Spelling Bee.
- Managing the library resources for effective retrieval and use, including systematic indexing, classification and cataloguing, and the dissemination of information relating to those resources, to staff and students as appropriate.
- Full adherence to and support of the Christian ethos of the school.

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' 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 using 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.
- Ability to work independently, multi-task, manage multiple priorities and set and meet appropriate targets.
- A good working knowledge of age-appropriate texts for students aged 4-11, both fiction and non-fiction.
- Excellent organization skills.

Salary range for the position listed above is CI$52,500.00 – CI$65,000.00 per annum commensurate with experience based on the school's point salary scale. Work hours per week – 40 hours. Benefits include:

- Generous medical insurance plan – medical premium cost paid for employee at 100%
- Contribution to a pension plan
- Annual travel allowance
- Discounted school fees: first child 100% and 50% for up to 2 additional dependent children
- 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.

Cayman Prep and High School is a diverse, inclusive community grounded in Christian principles. We value each individual's unique contributions and support belonging through respect, kindness, open communication, and collaboration, creating a safe and welcoming environment where everyone feels they belong.

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/4fCH7jd

The cover letter should be addressed to:
Mrs. Sacha Strand, Primary School Principal
242 Smith Road
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: Friday, December 11th, 2026
Only shortlisted candidates will be contacted.