



DEPUTY HEAD

We are looking for a one-in-a-million, a four-leaf clover, a unicorn with wings – that rare person who can fill a big role with warmth, experience, knowledge, and humour. Someone who will bring the work of Brené Brown, Carol Dweck, Lisa Damour, Rachel Simmons, John Hattie, Robert Marzano, and Dylan William to life in our classrooms. (Get the idea?) Someone who knows how to nurture and encourage every girl to find her voice, who supports and inspires faculty to find joy in what they do, and who listens to and partners with parents, all while figuring out who can cover Period 2, why OnSIS isn't always our friend, and what to do when a student hides a cellphone in her kilt for the 6th time that month. Sound like fun? If so, keep on reading.

Trafalgar Castle School is an all-girls day and boarding school situated in Whitby, Ontario. We've been around a long time (est. 1874) and may be small in size but we're big in heart and even bigger when it comes to bold ideas. We are just one year into our new Strategic Plan with even more excitement on the horizon.

We're looking for a **Deputy Head** who is first and foremost a strong instructional leader with a deep knowledge of teaching, learning, and curriculum. We want a seasoned educator who understands not only best practice today but has thought long and hard about how schools can change to prepare students for tomorrow. We're looking for someone who understands how to guide teachers to use data to improve student learning, who values deep learning conversations with colleagues, and who models what it means to take risks and learn from our mistakes while realizing that no one person can know it all or do it all alone.

It might go without saying that you know how to build a positive school culture, but we'll say it anyway. You are authentic, warm, patient, firm when necessary, and listen carefully. You know that every parent wants the best for their daughter, and understand that open communication, shared problem solving, empathy, and deep respect underpin how we work with students and families.

The same level of understanding and respect goes for your relationship with colleagues. You value being part of a vibrant school culture, you support and encourage those you work with, and you definitely like to share in a good laugh during the day.

We are a girls' school. We are committed to understanding how girls learn best and what it takes to prepare them for a future that is increasingly complex. You share this commitment, and know how to instill a growth mindset, build confidence, and challenge gender stereotypes that can limit the future for girls. Most of all, you understand what it takes to challenge her mind, strengthen her voice, and nurture her heart.

We hope to find that special someone who wants to join the Trafalgar team and work in our beautiful Castle. It's important we find someone who is compassionate, upholds high professional standards, and will exemplify our mission, vision, and values.



You will report to the Head of School and be a valued member of the Senior Academic Team, Admissions Team, and Executive Team.

You will oversee the work of the Director of Lower School (Grade 4 to 8), Upper School faculty (Grade 9 to 12), front office staff, and onsite tutors.

Here are the skills and attributes you need to have:

- Membership in the Ontario College of Teachers.
- Master's Degree, preferably in Education (completed or in progress).
- PQP or CAIS Leadership Certificate (completed or in progress).
- Ten or more years teaching experience (I/S preferred).
- A minimum of three years as a school administrator or department head with responsibility for managing faculty and overseeing teacher growth.
- Experience with timetable building, staffing, managing coverage, administration of OnSIS, administration of OSSLT, AP exams, Ministry inspections.
- Experience in Admissions, preferably in a boarding school context.
- Knowledge of Advanced Placement.
- Evidence of experience with Risk Management policies, procedures, and implementation.
- A love of collaboration and shared problem-solving. We believe the smartest person in the room, is the room. Teamwork is important to us, so that's a non-negotiable.
- Respect for everyone in the workplace. We believe no job is beneath any of us. and that everyone deserves patience, kindness, and a morning smile.
- A sense of humour is imperative – you'll know why when you get here.
- Hobbies, interests, things you enjoy – we want you to have a life outside of work.

Here is some of what you will do:

- Support the implementation of the Strategic Plan with primary responsibility for areas of teaching and learning.
- Oversee curriculum, teaching, and learning with primary responsibility for Grade 9 to 12.
- Act as a strong instructional leader, guiding faculty to improve practice in order to improve learning outcomes for students.
- Research, develop, and implement innovative programming and instruction that meets the needs of today's learner.
- Responsible for the administration of all academic school operations including staffing, scheduling, reporting, record keeping, and student discipline.
- Prepare and manage Ministry of Education inspections and complete quarterly Ministry reporting, ensuring compliance with all Ministry regulations.
- Oversee the school's participation in the eLearning Consortium.
- Work closely with the Head of School and Senior Academic Team to plan and implement school-wide professional development; assist the Head of School with faculty performance issues and performance evaluation.



- Work closely with the Director of Lower School to ensure alignment across the learning continuum for academics, faculty evaluation and professional growth.
- Work closely with the Director of Student Programming to support academic and course counselling, university admissions, and student risk management.
- Work closely with the Director of Student Wellness and Student Support on the development and administration of learning plans, student tutoring, ESL support, and remedial tutorials.
- Work closely with the Director of Enrolment Management and assist with Upper School and boarding admissions.
- Support student discipline, dress code, conduct and safety.
- Participate on the Senior Administrative Team and Executive Team.
- In the absence of the Head of School, the Deputy Head may be in charge of the School and perform the duties of the Head of School.

Here is what we offer:

- The opportunity to join an amazing team!
- A competitive salary and a comprehensive benefits package
- Participation in the Ontario Teachers' Pension Plan
- Excellent professional development opportunities
- Really great colleagues who do fun things together
- A welcoming and vibrant school community

If you think you're the right person for the job, please send a covering letter and resume by **Monday, March 16, 2020** to careers@trafalgarcastle.ca.

Trafalgar Castle School thanks all interested candidates, however, only those selected for an interview will be contacted.

Trafalgar Castle School is committed to providing accommodations for persons with disabilities. If you require accommodation at any stage during the recruitment process, please contact Human Resources at watt.peggy@trafalgarcastle.ca so that we may work with you to meet your needs.

As a condition of employment, successful candidates will be required to submit a current original Vulnerable Sector Screening from the police jurisdiction in which they reside prior to commencing employment.

For further information, please visit us online at: www.trafalgarcastle.ca.

