



Trafalgar Castle School

Deputy Head Job Opportunity

Trafalgar Castle School is an all-girls, independent day and boarding school for Grades 4 through 12. Located in Whitby, Ontario (close to the GO Station), we are a warm, diverse and progressive community who offers exceptional academics and prepares young women to make a difference in the world.

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 student to find their 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 their kilt for the 6th time that month. Sound like fun? If so, keep on reading.

We're looking for a **Deputy Head** who is first and foremost a strong school administrator with experience managing the people, places and schedules that make schools run smoothly. We want a seasoned educator who understands not only how to foster an inclusive, safe, welcoming community today but has thought long and hard about how schools can change to prepare students for tomorrow. The Deputy Head understands how to develop student leaders and how to turn difficult situations into opportunities for growth and learning. We're looking for someone who understands how to manage risk while encouraging risk-taking, someone who embraces a coaching approach to developing their team, and who models what it means to listen deeply 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 foster community as part of a diverse and vibrant 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 child, 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 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 Senior Admin Team.

You will oversee the work of the Dean of Students and Head of Teaching, Learning & Curriculum.

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 five 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 with post-secondary applications and OUAC would be an asset.
- 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.
- 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 and Head of Teaching, Learning & Curriculum with faculty performance issues and performance evaluation.
- 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.
- 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:

- A highly competitive compensation and benefits package for teachers, including: a faculty teaching grid that is above the major school boards; contributions to and participation in the Ontario Teachers' Pension Plan;
- Generous holidays;
- Working in a Castle on a beautiful campus with excellent facilities;
- Being part of a committed and collegial team of professionals;
- Easy access to Whitby GO station and rides to the Station;
- The opportunity to join an amazing team!;
- 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, send a covering letter and resume by **Friday, May 5, 2023** 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 careers@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.