



Trafalgar Castle School

Dean of Students

As our Dean of Students, you'll have the ultimate responsibility of making sure our students are not just surviving, but thriving. You'll be the go-to person for all student support and welfare needs, so you must be equipped with extraordinary problem-solving skills, a heart of gold, and the ability to handle any situation with grace and humor.

You'll need to be a multitasking magician, juggling tasks such as coordinating student activities, providing academic support, and supporting our teaching staff. You'll also need to have a working knowledge of the latest social media trends, so you can understand what our students are seeing and hearing and make them feel heard and understood.

Here's what we're looking for:

- Superhuman emotional intelligence
- A great sense of humor (silly jokes preferred)
- An impressive arsenal of listening and communication skills
- A willingness to go the extra mile to help students succeed
- The ability to lift spirits with a single smile

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.

As the Dean of Students, you will be a senior administrator responsible for providing support and guidance to our students. As a strong school administrator your primary responsibility will be to ensure that our students have a safe, nurturing, and inclusive environment that fosters academic success, personal growth, and wellbeing. This will involve working with teachers, staff, and other stakeholders to identify and address any issues that may impact our students' academic performance or overall satisfaction with their experience at our school.

You will be responsible for coordinating student activities and events, overseeing the delivery of academic support services, and managing many of the day-to-day operations of the school in conjunction with the Deputy Head. This will include managing a team of professionals who are committed to providing high-quality services to our students. You will also be responsible for developing/implementing policies and procedures and assisting with our strategic plan that support student success and wellbeing, as well as monitoring and evaluating the effectiveness of these programs.

In addition to your administrative responsibilities, you will also serve as a mentor, advisor, and advocate for our students. You will be expected to maintain an open-door policy, actively listen to students' concerns, and provide guidance and support as needed. You will also be responsible for promoting a culture of diversity, equity, and inclusion, and working to ensure that all students feel valued and supported.

As the Dean of Students, you will be a key member of our leadership team, and will collaborate with other administrators to ensure that our school is meeting its goals and objectives. This will involve attending meetings, providing updates and reports on student affairs, and working with other departments to ensure that our programs and services are aligned with our overall mission and strategic plan.

You will report to the Deputy Head and be a valued member of the Senior Academic Team, Admissions Team, and Senior Admin Team. Your direct reports will be the Director of Boarding and the School Nurse.

Here are the skills and attributes you need to have:

- Membership in the Ontario College of Teachers
- Counselling qualifications or similar experience/qualifications an asset
- Master's degree, preferably in education (completed or in progress) would be an asset
- PQP or CAIS leadership certificate would be an asset
- Eight or more years' teaching experience
- A minimum of 5 years' experience as a school administrator of department head with responsibility for managing teachers
- Experience in admissions preferably in a boarding context
- A love of collaboration and shared problem solving. We believe the smartest person in the room is the room. Teamwork is key to our success
- 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, interest, things you enjoy - we want you to have a life outside of work

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 O'PPP
- 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

Overall, the Dean of Students role is a challenging and rewarding position that requires a unique combination of administrative, interpersonal, and leadership skills. If you are passionate about supporting students, have a great sense of humor, and are committed to making a positive impact, then we encourage you to apply!

Please email your cover letter and resume to careers@trafalgarcastle.ca

Closing Date: May 24, 2023