



Trafalgar Castle
School

At **Trafalgar Castle School**, our goal is to lay the foundation for your daughter's future, and give her the tools to carve out her own destiny. We offer an unparalleled curriculum delivered in an atmosphere of support from her teachers and peers alike. Our castle is a place like no other – one that cultivates skills, ignites curiosity and brings your daughter into her own, whether she is an artist, an athlete, an intellectual, or a little of each. Capable and confident, our graduates are exceptional young women who know without question - their possibilities are endless.

Located just east of Toronto in Whitby, Ontario, **Trafalgar Castle School** provides a rich learning environment for academic and personal growth and development of young women. With a current enrolment of 220 day and boarding students from Grades 4 to 12, our community offers a vibrant and diverse atmosphere. We are excited to announce that we are expanding our day program and welcoming even more girls to the Trafalgar community with the addition of Grade 4 this September.

Our school is a community – small, close-knit, supportive and spirited. Our teachers go above and beyond, wear many hats, and get to know every girl by name. They participate in a school-wide camp adventure every fall, don silly outfits on Spirit Days, and engage students in meaningful and authentic learning, both in and outside the classroom. Together, we work hard, support each other, and aren't afraid to ask ourselves how we can do better. We may be small, but we're definitely mighty!

We are currently seeking to fill the role of:

Guidance and University Counsellor

We're looking for a dedicated Guidance Counsellor to help us develop an integrated, creative and effective whole-school program to provide student support and promote physical, mental and spiritual wellness. We're looking for someone who is passionate about girls' education, knows how to be a strong role-model for girls and young women, and believes in the importance of community building and global citizenship. They must have experience using data to gauge and improve program effectiveness (or have a willingness and ability to learn). This is a position for an organized, warm, enthusiastic and focused self-starter who can work both independently and as part of a team.

RESPONSIBILITIES AND PERFORMANCE REQUIREMENTS:

- Develop and deliver innovative and effective guidance and health & wellness programming for students in Grades 7 to 12, working in collaboration with faculty and staff.
- Collaborate with Boarding Life Team, consisting of the Director of Residence, Boarding Dons and School Nurse, to ensure strong programming and effective support for boarding students.
- Work with the Director of Student Wellness and Support and the School Nurse to ensure coordinated and effective support for students with additional needs.
- Provide academic and university counselling for students in grades 9 to 12; help coordinate yearly course selection and university application processes.
- Provide one-on-one or group social-emotional counselling as required.
- Work with families, coordinating outside referrals where necessary.

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Authentic, good listener, highly ethical, sense of humour, positive minded.
- Excellent problem solving, critical thinking and decision-making skills.
- Demonstrated organization and analytical skills.
- Ability to work independently, as well as, part of the faculty and Health and Wellness teams.
- Ability to work flexibly and to adapt in a constantly changing and thriving environment.
- Understanding of OSSD requirements, and experience with academic counselling and course selection processes.
- Background in university counselling, including strong knowledge of U.S., U.K. and other international programs.
- Background in professional coaching or adult education.
- An understanding of issues specific to girls' learning, health and wellness.
- Knowledge of learning strategies and solution-focused counselling.
- A track record of building strong, positive relationships with students and families.
- Boarding school experience is an asset.
- Strong communication and interpersonal skills.
- A willingness to contribute to school life through co-curricular involvement is essential.

EDUCATION AND EXPERIENCE

- Bachelor of Education is required.
- Must be OCT registered.
- Guidance specialist qualifications are required.
- Minimum of 3+ years of guidance experience is required.

Interested candidates should submit a resume and cover letter by June 7, 2018 to:

Peggy Watt, Human Resources Manager

Trafalgar Castle School

401 Reynolds Street, Whitby, ON L1N 3W9

Email: 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 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.