The establishment of St. Anne’s School creates an exciting opportunity: an opportunity to be an integral member in the development of a school for girls which includes creating school culture, building tradition, and setting the stage for what will become a unique educational experience. This experience is complete with progressive programming, community connections, and social-emotional learning.

The time has come to excite York Region and offer young women the same unparalleled educational experience as their male counterparts. The most significant benefit is the shared partnership that St. Anne’s and St. Andrew’s will have. In the 21st century, we know this is the best of both worlds.

St. Anne’s will be a place of learning where girls will be encouraged to find their centre, challenged to develop their voice, and pushed to explore and integrate beyond traditional norms. SAS will serve young women in every capacity, providing an experience as unique and fulfilling as St. Andrew’s College has since 1899. Our students’ experiences will be much richer as we construct and establish a progressive learning environment for generations to come. To find out more, visit our website at www.stannes.ca

We invite applications for a full-time opportunity at St. Anne’s School in the role of ASSISTANT HEAD OF SCHOOL, DIRECTOR OF UPPER SCHOOL with an appointment effective July 1, 2022.

As we prepare to welcome the First Cygnets in September 2022, the Assistant Head of School, Director of Upper School will prove to be a pivotal role working in collaboration with the Head of School to provide strategic direction and oversight to full school operations. We seek an educational leader who can confidently convey their passion, innovative ideas and expertise related to all girl’s education, while creating school culture, building tradition, and a unique educational experience. The foundation of their work will be rooted in the ability create a sense of belonging and rapport with the students, their parents, the St. Anne’s staff and faculty and the broader community.

The Assistant Head of School, Director of Upper School will lead the school through its early evolution. The coordination of operational and logistical facets of school life will be among the key deliverables. This will include creating a fulsome social emotional system, athletic programming, Arts components, community service initiatives and information technology integration. Further, the Assistant Head of School, Director of Upper School will work closely with the Associate Director, Academics and the faculty to support the academic programming and the development of the St. Anne’s Diploma.

The ability to lead and provide sound judgement and decision making through complex change in the Schools early iteration is paramount. The Assistant Head of School, Director of Upper School will act as a role model and organizational spokesperson, representing the Head of School in her absence. As a liaison with all departments within SAS and SAC the Assistant Head of School, Director of Upper School will work collaboratively with and support the full cycle admission process, advancement initiatives and events, and communications and risk management assessment. Additional responsibilities will include teaching 2-3 sections per year, serving on a duty team and coaching.

We seek applications from candidates with demonstrated operational and school-wide leadership experience, preferably in a girl’s school setting, coupled with a strong educational foundation that includes a Master’s degree in Education and Principal’s Qualifications or equivalent. Candidates must convey an acute awareness of the unique needs of an all-girls educational setting. Prior experience in a senior administrative role where balancing strategic and operational responsibilities, and the supervision of faculty and staff, are key
requirements of the role. Successful candidates understand the importance of an internal and external presence leading to meaningful relationships and partnerships. A fulsome job description is available by request.

Applicants are requested to include a cover letter and resume with their submission to HR@stannes.ca with the subject line Assistant Head of School, Director of Upper School. Closing date for applications: November 29, 2021 at 5pm.

We believe that diversity in our school fosters a rich, inclusive, and creative environment. We are actively engaged in building a more diverse school and encourage all qualified applicants to apply. By extension, we are committed to providing accommodations for persons with disabilities. If you require an accommodation through the recruitment process, please contact Human Resources at 905-727-2580.

At St. Anne’s we are committed to providing and maintaining a safe school environment for all. Consistent with this commitment, the School has established a COVID-19 Vaccination Policy which requires all employees and students to be vaccinated from COVID-19. Exemption to this policy is based on medical condition or religious/creed. In addition, employees must provide a satisfactory vulnerable sector screening as a condition of employment.