At Crofton House School, we inspire girls to discover and pursue their personal excellence from the first day of Junior Kindergarten to Grade 12 and beyond.

Bound by our belief in the power of all-girls education, Crofton House School fosters a strong sense of community among educators, staff, students and families. Here, everyone can contribute to the strength of our learning environment — including you.

Crofton House is seeking a dynamic Assistant Director, Junior School (Junior Kindergarten to Grade 3) to join Crofton House at this exciting time in the School's history. Under the leadership of Ena Harrop, Head of School, (joined in July 2019), we are undertaking a mid-point review of the strategic plan to ensure the School is ready to meet new challenges and seize new opportunities. This new position will play a key role in contributing to this review and continuing to build on our success in educating young women to embrace their ambitions and make a meaningful contribution to society.

The Assistant Director, Junior School (Junior Kindergarten to Grade 3) is an inspirational and visionary leader who provides strategic direction, leadership, and support on aspects of pedagogy across disciplines with a focus on our primary program. A knowledgeable and experienced teacher and school leader, this individual is confident in supporting teachers and learners, using approaches that are reflective of the way young girls develop and thrive. Well versed in educational research and best practice, the Assistant Director (JK-Grade 3) will play a key role in the development and implementation of our shared vision, mission and values that support engagement, learning and success for all. This individual will work in close partnership with the Director of the Junior School, the Assistant Director (Grade 4-7) and the Junior School Leadership Team. Collectively, this team will ensure alignment and coherence in key pedagogical practices across all Junior School programming, and a consistent approach to deep learning and skill development from Kindergarten to Grade 12. While this position places a priority on Kindergarten to Grade 3, some strategic priorities for this portfolio will extend beyond the primary program.

Open-minded, approachable and able to inspire trust and confidence in all stakeholders, the Assistant Director (JK-Grade 3) is driven by their passion to make a difference in the lives of young people, rooted in open and collaborative relationships with students, colleagues, parents and strategic partners. This individual understands the crucial role that pedagogy plays in establishing a positive social and emotional learning environment, and the importance of bringing a culturally competent lens to teaching and learning in a diverse community. Fueled by a lifelong commitment to professional learning, the successful candidate will play an important role in fostering a culture of action research, collaborative professional learning, and interdisciplinary connections.

This position is scheduled to start in summer 2022.
Opportunities

Educational Leadership

- In collaboration with the Junior School Director, set priorities for the enhancement of teaching and learning across our primary program, embedded in evidence-based, research informed pedagogical practices.
- Develop, implement and evaluate yearly plans for Junior School professional learning opportunities (K-Grade 3) in alignment with the whole school strategy.
- Ensure pedagogical practices are informed by a deep understanding of elements such as social and emotional learning, play based learning, inquiry, competency-based education, differentiation through the lens of equity, diversity and inclusion.
- Align and enhance our approach to competency and skill development, to ensure a common approach and shared language across subjects and primary grades with special consideration of alignment between divisions.
- Enhance our systematic approach to data analysis in the primary program, targeting foundational areas such as reading, writing, numeracy and competency development.
- Ensure assessment and reporting practices in the primary program are cohesive and centred on best practice for young learners.
- Oversee the development, implementation and evaluation of new school wide educational initiatives (JK-Grade 7) as appropriate and in consultation with the Junior School Director.
- Provide leadership in specialist curriculum areas including the visual arts (music, art, drama and design).
- Work closely with the Junior School leadership team to develop a pedagogical framework that responds to the needs of the Senior School while building on Kindergarten to Grade 7 approaches.

Mentorship

- Support the annual implementation of the Teacher Professional Growth Plan (TPGP) in partnership with the Junior School leadership team.
- Support and enhance existing processes for classroom observations and sharing of learning.
- Plan, implement and evaluate models of collaborative professional learning that support a student centred, evidence-based approach to teaching and learning.
- Provide learning opportunities for faculty that facilitate autonomy and accountability in professional learning centred on the needs of students.
- Play a role in the mentoring and guidance of new staff in partnership with program coordinators.
- Keep abreast of research and developments in pedagogy (JK-3) within local, national and international levels, and share relevant developments with staff, students and parents as appropriate.

Organisational Leadership

- Establish a student-centred schedule for primary students in partnership with the Junior School Director.
- Oversee after-school programming for co-curricular activities and Program Plus ensuring it aligns with and enhances our curricular program (K-Grade 7).
- Oversee our extended care program and support staff in the preparation and delivery of extended care (JK-Grade 7).
- Attend and support Junior School special events: e.g. concerts, parent evenings, Public Speaking, Grandparents’ Day, Admissions events.
- Ensure synergy, alignment and balance of Junior School programming and events
- Manage all aspects of ECE Summer Camp.
- Play a key role in our admissions process, with oversight of our ECE assessments.
- Play a role in the recruitment of teachers and educators as aligned with this portfolio.

**Whole School Collaboration and Partnerships**

- Work collaboratively with the Director of the Junior School and the CHS Learning Council in all aspects of school management, inspection or accreditation preparation and strategic development.
- Work collaboratively with the Junior School Leadership Team to ensure an approach rooted in a whole child approach to teaching and learning, and informed by research and best practice in girl education.
- Develop strategic professional partnership within local, national and international networks to further strengthen pedagogical practices at the school.

**Other Duties**

- Teaching responsibilities aligned with skills and experience up to 2 days per cycle as required.
- Other duties are assigned based on the candidate’s skills, abilities and interests.

**Qualifications, Knowledge, Experience**

**Essential**

- B.C. Ministry of Education Teaching Certificate or [Independent School Certification](#) qualification criteria.
- An understanding of the learning needs of Junior School aged girls, based on research and best practice.
- A track record of excellent classroom practice which is both evidence based and research informed.
- Experience in a school leadership role or evidence of related leadership experience.
- Collaborative and open approach with a passion for the profession of teaching.
- A thorough understanding of effective models of professional learning grounded in research and best practice.
- Excellent interpersonal, communication, and problem-solving skills.
- Experience in building positive working relationships with administration, teachers, parents, administrative staff and community partners.
- A deep understanding of the intercultural competencies required in a diverse community.
- Commitment to continued professional learning and development along with the ability to motivate and support professional growth in teachers.
- Experience and evidence of success in the promotion and implementation of new initiatives related to teaching and learning.
- Understanding of risk management including mitigation strategies and crisis response.
- Demonstrated ability to be innovative, flexible and reflective.
- A deep understanding of successful change processes.
- Strong organizational skills with excellent attention to detail.
- Energy and readiness to participate in the diverse life of the school community.
Desirable

- Experience in an independent school.
- Understanding of the expectations of a selective academic school.
- Evidence of long-term engagement in a co-curricular program.
- Experience of the BC curriculum.

Employment and Application Details:

Classes begin in early September 2022 following teacher orientation in late August 2022.

Employees of Crofton House School receive competitive compensation, including participation in Crofton House Pension Plan (RRSP), and generous support for professional, educational and leadership development. Relocation assistance is available for this role. Please note that applicants must be able to legally work in Canada and hold a valid BC Teaching Certificate or be in the process of obtaining a valid certificate.

Apply online at www.croftonhouse.ca/careers. We will review applications as soon as they are received. Qualified applicants are encouraged to apply as soon as possible. Posting is ongoing until filled.

We thank all candidates in advance. We will, however, contact only those selected for an interview. No phone calls, please.

About Crofton House School

Crofton House School is a university preparatory day school for girls from Junior Kindergarten to grade 12. Set on a beautiful ten-acre campus in Vancouver, we offer an inclusive, supportive community of dedicated teachers, involved parents, and enthusiastic students. Collaborative, student-centred, inquiry-based education and world-class facilities create a unique learning environment where each girl can reach her full potential.

www.croftonhouse.ca/careers