Assistant Director, Teacher & Learning, Senior School
Exciting Opportunity for a Visionary Leader
Full-Time Continuing Contract
2022 - 2023

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 of Teaching and Learning to join the Senior School 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 of Teaching and Learning, provides strategic direction, leadership, and support on aspects of pedagogy across disciplines within the Senior School, working closely with the Director of Senior School and the Department Heads. Additionally, they will work closely with the relevant Assistant Director in the Junior School to ensure alignment and coherence in key pedagogical practices JK - 12, ensuring a smooth transition for students and a consistent JK -12 approach to deep learning and skills development. A knowledgeable and experienced teacher and school leader, the assistant director is confident in supporting teachers and learners, using approaches that are reflective of the way girls develop and thrive and that maximise progress for all students. Well versed in educational research and best practice, the Assistant Director knows how to use big and small data play to ensure personalised student progress, ongoing professional growth and school improvement.

Further, they understand the crucial role that pedagogy plays in establishing a positive socio emotional learning environment, and the importance of bringing an intercultural lens to teaching and learning in a diverse community. The Assistant Director is responsible for planning, devising and where appropriate leading professional development sessions for teachers and is expected to keep up to date and disseminate pedagogical research and best practice in the Senior School. They act as an instructional coach where required and play an important role in fostering a culture of action research, collaborative professional learning, and interdisciplinary connections.

Approachable, knowledgeable, and able to inspire trust and confidence in all stakeholders, the Assistant Director of Teaching & Learning is driven by their passion to make a difference to young people and to this effect, they build open and collaborative relationships with colleagues, parents and strategic partners in the local, national and international community. They demonstrate a lifelong commitment to actively seeking professional development and to continued reflection on professional practice, and are an active
participant in the wider life of the school.

This position is scheduled to start in summer 2022.

Key Accountabilities/Responsibilities:

Educational Leadership

- In collaboration with the Senior School Director, and upon consultation of Department Heads, set the priorities for the development of teaching and learning across all disciplines 8-12 with the aim to embed and sustain evidenced-based, research informed pedagogical practices that maximise progress for each and every student.
- To oversee, monitor and support the development of evidence-based impactful teaching and learning across the Senior School, ensuring that pedagogical practices are fully aligned with SEL and EDI best practices and providing resources and instructional coaching to colleagues as required.
- In collaboration with the Senior School Director, to plan, implement and evaluate models of collaborative professional learning that support a student centred, evidence based approach to teaching and learning. This will include planning and when required leading PD sessions, on teaching and learning that support established priorities in the Senior School.
- To audit and develop the sequencing of skills and competencies across departments, in order to identify and support opportunities for interdisciplinary and interdepartmental connection, as well as to ensure coherent progress for students.
- To provide leadership to the Coordinators of Learning (ICT, Library, Design Thinking).
- To work closely with the Junior School leadership to develop a pedagogical framework that responds to the needs of the Senior School while building on K to Grade 7 approaches.
- To keep abreast of research and developments in pedagogy (8-12) within local, national and international levels, advising the Senior School Director and Heads of Department on relevant changes and implications and sharing relevant developments with staff, students and parents as appropriate.

Educational Management

- To develop and oversee a systematic approach to academic data analysis, with a particular focus on personalised data benchmarking systems. This will include analysis of data from reporting cycles, AP exams, Ministry examinations in collaboration with Department Heads and other relevant staff.
- To oversee the reporting cycle, ensuring that it is aligned with best practice, the school's pedagogical goals and with Ministry requirements.
- To manage academic calendars and homework scheduling across the Senior School.
- To play a role alongside the Senior School Director and Department Heads in the recruitment of staff.
- To play a role in the Senior School Admissions process as required.

Mentorship

- To foster and model a professional culture of assessing impact through data analysis, action research and instructional coaching.
- To lead on the implementation of the instructional coaching framework.
- To support the existing processes for classroom observations.
To coordinate and support the work of Department Heads in the development of teaching and learning practices in line with school priorities and with their departmental objectives.

To develop and support models of collaborative professional learning that foster interdisciplinary connections.

As and when directed by the Director of Senior School, to support the annual implementation of the Teacher Professional Growth Plan (TPGP) for new teachers and oversee the new staff induction programme, including mentoring new Department Heads.

**Whole School Collaboration and Partnerships**

- To work collaboratively with the CHS Learning Council in all aspects of school management, inspection or accreditation preparation and strategic development.
- Work collaboratively with the Senior 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 girls education.
- To develop strategic professional partnership within local, national and international networks to further strengthen pedagogical practices at the school.

**Other responsibilities**

- To model evidence based, research informed, impactful teaching and learning practices in their own teaching in up to 2 sections.
- To act as a teacher co-sponsor for Student Council.
- Other duties are assigned based on the candidate’s skills, abilities and interests.

**Skills/Attributes:**

**Essential**

- B.C. Ministry of Education Teaching Certificate or Independent School Certification qualification criteria.
- A passion for girls’ education and a deep understanding of the learning needs of adolescent 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.
- Strong interpersonal, communication, and problem-solving skills.
- A collaborative and open approach with a passion for the profession of teaching.
- A deep understanding of the intercultural competencies required in a diverse community.
- Experience in building positive working relationships with administration, teachers, parents, administrative staff and community partners.
- Experience and evidence of success in the promotion and implementation of new initiatives related to teaching and learning.
- A thorough understanding of effective models of professional learning grounded in research and best practice.
- A proven commitment to continued professional learning and development along with the ability to motivate and support professional growth in teachers.
- 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.
- Experience leading teachers in professional learning, including experience as instructional coaching.
- 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