Coordinator, Student Wellbeing & Social-Emotional Learning, Senior School

Exciting Opportunity for an Extraordinary Teacher

1 Year Full-Time, Fixed-term 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.

The Student Wellbeing & Social-Emotional Learning (SEL) Coordinator (Senior School) is responsible for leading, developing and overseeing the SEL program in Grades 8-12 and works closely with the Student Wellbeing & SEL Coordinator (Junior School) to ensure consistency and progression in the whole school approach to the development of the students’ socio-emotional competencies.

The Student Wellbeing (SW) & SEL Coordinator works closely with the Assistant Director (Student Services), to whom they report, and with the Learning Strategies Coordinator and Personal Counsellors, taking part in the weekly Students of Concern meetings and providing pastoral support to individual students where required. The SW&SEL Coordinator also works closely with Heads of Grade to develop and implement elements of the advisory programme that pertain to SEL, and to provide them with leadership and support in pastoral work with individual students where required.

This is a unique opportunity for a dynamic individual to join our School at an exciting point in its history. Under the leadership of Ena Harrop, Head of School, who joined Crofton House in July 2019, we are undertaking a review of our strategic plan to ensure the School is ready to meet the challenges of a post COVID world and to seize new opportunities. This position would play a key role in contributing to this review and continuing to build on our success in educating young women.

You are a knowledgeable and experienced school leader, passionate about helping students flourish in every respect. You believe in the importance of proactively developing students’ socio-emotional skills and understanding to foster individual and collective wellbeing. You are confident in supporting learners using approaches that are reflective of the way girls develop and thrive. You believe in the value of a diverse and student-centred SEL program, and you are able to support both the teachers and students in realizing its potential.

You optimize the resources available to you. You are energized by what you do. Students, colleagues and parents find you to be approachable, available, knowledgeable, genuine and supportive. You demonstrate an understanding of the importance of parents as partners in their daughter’s education by maintaining open and collaborative relationships with the parent community. As a lifelong learner, you demonstrate a commitment to actively seeking professional development, to continuously reflect on your practice and to collaborating with your colleagues to maximize student learning. You participate actively in the life of the
You will find the school to be a professional learning centre. In addition to spending an engaging day with students who are genuinely interested in learning, thinking and playing, teachers are provided with dedicated work time as part of their daily schedule to plan and work collaboratively with others and to stay current in their field.

**Key Responsibilities:**

**Educational leadership**

- Leading the mapping, development, implementation and ongoing evaluation of an SEL curriculum throughout the Senior School Grades 8-12, working closely with Heads of Grade, Learning Strategies Coordinator and Personal Counsellors and with Heads of Department where relevant:
  - This includes mapping of the relevant BC Core Skills across advisory, curriculum, Ivy and co-curricular activities
- Working closely with the Wellbeing & SEL Coordinator (JS) to ensure alignment in the whole school approach to SEL K-12
- In collaboration with the Department Head for PHE, developing and implementing a Health Education curriculum for Grades 11 and 12 that builds on the PHE Curriculum 8-10
- Collaborating and partnering with the Coordinator (Ivy Compass) to integrate SEL elements into IVY programming as relevant
- Seeking regularly student and staff feedback on the SEL curriculum
- Developing relevant opportunities for student leadership within the pastoral programming
- Coordinating visits from external educational experts to enhance and enrich the SEL curriculum

**Teacher Professional Learning**

- Promoting and supporting the role of social-emotional learning (SEL), Trauma Informed Practice (TIP) and any other relevant approaches within the overall educational program
- Develop faculty’s understanding and skills in supporting student wellbeing
- Organising and leading as required SEL and Student Wellbeing workshops for staff based on research, best practice and in response to the student needs:
  - This may include facilitating and maintaining relationships with external consultants.
- Curating, maintaining and distributing research-based information related to student wellness and SEL topics
- Developing and implementing onboard training and support for new Advisors
- Attend relevant professional association groups representing the school

**Student Wellbeing Leadership**

- Overseeing the use of CPOMS (online child protection information system) by staff to keep records and documentation of pastoral concerns, reviewing notifications of concern on an ongoing basis
- Monitor patterns of student wellbeing, collecting and analysing relevant data and evaluating the impact of provision on an ongoing basis
- Providing guidance and support to Heads of Grade in their work with students and the academic progress monitoring of students in their grades
- Overseeing & Monitoring attendance patterns and concerns G8-12, working with Heads of Grade:
  - This may include on occasions working with specific students
- Contributing to weekly Students of Concern meetings with the Pastoral Care Leadership Team
- Supporting the implementation of the Restorative Justice system in the Senior School
- Leading on some more complex individual cases (including discipline) as required by the Assistant Director Student Services, working closely with the Learning Strategies team and Personal Counsellors:
  - This will include facilitating team and parent meetings as required

**Parent Education**

- Developing a program of parent engagement through grade-specific meetings in collaboration with Heads of Grade
- Working with the Senior School Leadership Team in the development of an yearly programme of parent information sessions

**Other**

- Bring a student-centered, inquiry-based and collaborative approach to the delivery of the B.C. curriculum
- Work collaboratively with teachers in the Senior School to plan, develop, and implement an extraordinary learning experience for each individual student
- Build relationships with parents and colleagues through timely and responsive communication and availability
- Be available to support and attend school-related events and meetings during evenings and on weekends
- If required, teach the equivalent of 2 sections in a relevant area of expertise
- Participate in the annual Teacher Professional Growth Plan and setting themselves annual growth goals
- Be an active and positive participant in the co-curricular program
- Any other responsibilities that the Head of School or the Director of Senior School may reasonably require depending on the candidate's strengths and which may include the line management of other members of the pastoral team
- Other duties as required

**Qualifications:**

- **Essential:** B.C. Ministry of Education Certificate or Independent School Certification qualification criteria
- Relevant university qualifications preferably at the graduate level (e.g. Bachelor of Education) (essential)
- Professional qualifications or training in SEL (highly desirable)

**Other desirable attributes, knowledge and experiences**

- Excellent interpersonal, communication, team-work and problem-solving skills
- Experience of creating and delivering programming addressing student wellbeing (preferred)
- Experience working with students across Grades 8 to 12 (preferred)
- Experience in SEL work, including supporting students with more complex needs
- Understanding of the drivers of wellbeing relevant to girls and young women and of best practices in addressing their SEL needs
- Understanding of or a willingness to learn about statutory requirements related to child protection
- Understanding of the importance of intercultural fluency and culturally sensitive approaches to pastoral work
- Understanding of the learning styles of girls and young women
• Understanding of the expectations of a high achieving academic environment
• Committed to the craft of teaching, best practices, and standards of professional practice
• Energy, commitment and a readiness to participate in the co-curricular program the diverse life of
  the school community
• Experience in a position of leadership
• Experience in an independent school

Employment and Application Details:

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. 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