



STRATFORD HALL
IB WORLD SCHOOL

**Stratford Hall
IB World School**

A co-educational, non-denominational, independent day school
in Vancouver, British Columbia, Canada
seeks an educational leader to fill the following position effective August 2019

Junior School Principal Opportunity

Introduction

Stratford Hall announces an attractive career opportunity for an educational leader with the right experience and qualifications.

School History

Founded in 2000, Stratford Hall is located in the heart of East Vancouver. An innovative International Baccalaureate (IB) World School, serving students from Kindergarten to Grade 12, Stratford Hall has grown steadily under the care of inspiring leaders and talented and thoughtful teachers and support staff. Over the past 18 years, the school's graduates have matriculated to outstanding post-secondary institutions in Canada, the United States, and abroad.

Organizational Structure

Stratford Hall is an IB Continuum school, with three authorized IB programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), and the Diploma Programme (DP). After completing the PYP in the Junior School, students will move to the Senior School and enter the MYP. Beginning September 2019, the school will be comprised of a Junior School (Kindergarten to Grade 5) and a Senior School (Grades 6 to 12).

Authorization

The school is authorized by the BC Ministry of Education and evaluated by the International Baccalaureate Organization. Last academic year, the school received accolades from both organizations for its outstanding delivery of the BC Curriculum and IB programs. Stratford Hall is a member of the Federation of Independent Schools Associations (FISA), Independent Schools Association of BC (ISABC), BC Association of IB World Schools (BCAIBWS), and Canadian Accredited Independent Schools (CAIS).

Student Body

The vast majority of the student body resides in Vancouver, Burnaby, North Vancouver and Richmond. Enrolment in the 2018-2019 school year is 232 students in Kindergarten to Grade 5, and 300 students in Grades 6 to 12. Students hold high academic expectations for themselves and a strong work ethic exists within the student body. Stratford Hall parents are highly supportive of their children and the school.

Faculty

An inspirational faculty provides an outstanding instructional environment that motivates students to be academically successful, globally minded, and well balanced. The faculty currently consists of over 80 teachers, resource teachers and teacher assistants. Many teachers hold graduate degrees and several have taught internationally.

Facilities

The school relocated to its PYP Building on Commercial Drive in 2009. This state-of-the-art campus is modern and purposefully designed for contemporary teaching and learning needs. Its bright classrooms offer an inviting learning environment. The school has two gymnasias, a fitness centre, contemporary science labs, a library, art and music rooms and an inspiring new design lab, the Idea Lab. Each of the three IB programs is located in a different building on Commercial Drive.

Junior School

The Junior School is led by the principal, who is the educational and administrative leader of the division. The principal has primary responsibility for overseeing the school's instructional program and personnel in keeping with the mission, vision, values and policies of the school. The principal works closely with the Junior School faculty and staff, in collaboration with the school-wide leadership team, in striving towards the goals of the school's Strategic Plan. The principal reports to and is evaluated annually by the Head of School on objectives established jointly.

The Junior School includes two classrooms at each grade level from Kindergarten to Grade 5. Specialist teachers are provided in library, music, art/design, PE, Spanish, and learning support. Educational technology is integrated to support teaching and learning. The school offers a wide variety of co-curricular/after school activities and an athletics program in which students compete against public and independent schools in the Lower Mainland and Vancouver Island.

Junior School Principal's Position *Effective August 1, 2019*

Position Profile

Stratford Hall seeks a forward-thinking, dynamic educator who will serve as the instructional and administrative leader of the Junior School, and who will gain the respect and confidence of a motivated staff, an outstanding student body and supportive parents. It is essential for the principal to have a thorough understanding of best practices in elementary education. The Junior School Principal is a member of the school's Senior Leadership Team and will be provided operational autonomy within the context of the policies established by the Head of School and Board of Governors.

The Junior School Principal ensures that all programs and practices of the faculty and staff support the school's mission and that all students are provided with an outstanding educational program, the foundation of which is the BC Curriculum and International Baccalaureate Primary Years Programme. The Junior School Principal will be responsible for the following areas under the supervision of the Head of School:

- **Teaching and Learning:** evaluate and develop the teaching and learning program to meet the rigorous standards of the BC Ministry of Education and International Baccalaureate; be aware of current curriculum developments; encourage and lead curriculum innovation; oversee and monitor assessment and reporting; facilitate the ongoing development of support for students with diverse learning needs
- **Student Welfare:** advise on student admissions and placement; maintain student records; oversee student social and emotional welfare and student safety; organize regular assemblies and other activities; oversee activities offered to Junior School students; take an active interest in a diverse student population and ensure students with divergent learning needs are supported
- **Staff Leadership:** identify staffing needs; interview, appoint and evaluate teachers and support staff; lead orientation activities for new Junior School teachers and staff; conduct regular staff meetings; identify and mentor leaders within the faculty; ensure the ongoing professional development of all Junior School teachers and support staff
- **School Community:** maintain positive relationships with teachers, students, parents, the Board of Governors and the wider community; facilitate appropriate contact between staff and parents; attend and participate in school events and activities both during the school day and outside of school hours

- **Administration:** lead the preparation of the Junior School timetable; compile the calendar of events for the Junior School; supervise and enforce safety regulations; identify operational and capital needs in collaboration with Junior School teachers; participate in the preparation of the annual budget and oversee the Junior School budget
- **Communications:** maintain effective communications within the Junior School and with parents; liaise with the Senior School Principal and other faculty to ensure a carefully articulated program between the Junior and Senior Schools
- **Technology:** identify technology needs; support the integration of technology across the curriculum; demonstrate competence and confidence in the use of technology in the school setting
- **Facilities:** optimize campus facilities

Position Requirements:

Skills and personal attributes:

- Committed to ensuring high standards of teaching and learning
- The ability to inspire others
- Organized, efficient and clear in thought
- Approachable and calm with a good sense of humour
- Excellent interpersonal and communication skills
- Committed to team building and collaboration
- Strong management skills, including the ability to prioritize and delegate
- Technologically adept
- Capable of managing a budget

Education and prior experience:

- Successful teaching experience at the elementary level
- A strong background in leadership at the elementary level

Preferred:

- A background rich in curriculum leadership
- Experience in working in a technology-rich elementary program
- Leadership experience in an IB PYP school

- An advanced degree in education
- Canadian citizen or permanent resident
- A teacher registered with the BC Teacher Regulation Branch

Remuneration

The salary and benefits will be competitive with other principal positions in similar-sized independent schools in British Columbia and commensurate with the qualifications and experience of the successful candidate, including healthcare and retirement contribution.

Term

This is a full-time permanent position.

Application Procedures

Apply by email according to the instructions below. The subject line of the email must state the position applied for. Applications must be submitted in the form and manner requested. Please do not send any information other than the following:

- A letter of application, no longer than 2 pages, explaining your strengths as a candidate and why you are interested in the position
- A current CV/résumé not to exceed two pages
- A 1- or 2-page personal statement outlining educational beliefs and leadership style
- A list of references with accurate and current contact details (including positions, phone numbers and email addresses) from the last few years of employment or your 2 most recent (including current) positions
- A maximum of 3 reference letters (optional)

All of the above materials must be emailed in a single PDF attachment to Dean Croy, Head of School, at careers@stratfordhall.ca.

Applications will be reviewed as they are received. Candidates should note that, in the event an outstanding applicant is identified early in the search process, the school reserves the right to make an appointment before the deadline mentioned below and bring the search to an early close.



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Timeline for appointment:

- The closing date for applications is **January 31, 2019**
- Interviews for short-listed candidates will be held at Stratford Hall in February
- The appointment is expected in late February or early March