



***Internationally Recognized Since 1961 as Toronto Montessori Schools***

TMS is a leading independent school in Richmond Hill that combines Montessori and International Baccalaureate frameworks to provide students from 18 months to Grade 12 the foundation for a life of goodness and excellence. TMS is a member of CIS and accredited by CCMA, CAIS and the IBO.

Our *Mission* is to deliver a seamless, internationally-acclaimed educational experience designed to inspire and challenge students to discover the best of who they are and to achieve their full potential.

TMS is inviting applications from motivated, inspiring individuals for the following full-time position:

**Assistant Head of Upper School**

The TMS Upper School is the only independent school in York Region that offers the International Baccalaureate Programme. 240 students from Grades 7-12 attend this modern, bright and student-centred campus where every day offers new and exciting activities. The focus of our work is found in our aspirational desire to know every student, believing this allows us the best opportunity to have them fulfill their potential. The exciting and rapid growth of our Upper School requires the addition of a new senior position.

**Purpose**

The Assistant Head of Upper School will be part of the Upper School Senior Leadership Team which is responsible for maintaining congruency between the school's mission statement and all academic activities, and helping to maintain a positive and mission appropriate environment for all members of the Upper School community. The Assistant Head of Upper School will hold specific responsibility for student life and student and parent relationships.

The Assistant Head of Upper School will lead, coordinate and organize the student life of the Upper School and is expected to be the first point of contact for all parent interactions with the mandate to build a strong Upper School parent community; maintain a visible presence in all areas of the school; promote positive student relations by maintaining effective lines of communication with student leaders and serving as a strong advocate for the non-academic and co-curricular needs of students; manage all issues of student discipline; liaise with the overlapping work of Student Support, Guidance and University Counseling and coordinate the co-curricular programs and calendar of all student activities and assist with the community planning for the Upper School.

This position reports to the Head of Upper School and is a full time position that will work at our Upper School.

**Skills and Experience**

The successful candidate has:

- Ontario College of Teachers Certification
- Extensive skills in strategic thinking and communication with broad experience teaching and leading adolescents in independent schools. Experience in an IB school is an asset.

January 31, 2019



- Initiative in abundance, demonstrated ability to explore innovative ideas and solutions, and capacity to work independently.
- Superior competencies in relationship building, leadership, and planning,
- Relevant leadership experience as an educator in increasingly senior roles is an asset

Experience with and understanding of the culture of an independent school or other educational organizations is a requirement.

The successful candidate must be an energetic team player excited by the opportunity to lead and contribute to an exceptional school. TMS offers a competitive salary and benefits plan, a professional development pathway and the opportunity to work in a vibrant, collegial workplace.

A current Vulnerable Sector Police Record Check is a condition of employment.

If you believe that a challenging, innovative environment offered by TMS is the perfect fit for you, please submit your resume along with a covering letter to:

**Human Resources at [tmshr@tmsschool.ca](mailto:tmshr@tmsschool.ca) by: February 20, 2019.**

*We thank all applicants in advance. Only those selected for an interview will be contacted. Accommodations are available for applicants with accessibility needs due to disability upon request. For more information on TMS please visit our website at [www.tmsschool.ca](http://www.tmsschool.ca)*