



## Christ Church Cathedral School

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### **Position Profile: Head of School**

Christ Church Cathedral School  
Victoria BC Canada

**START DATE: July 1, 2024**

### **OUR SCHOOL: MISSION, ASPIRATIONS AND VALUES**

Founded in 1989, Christ Church Cathedral School provides an outstanding and inspiring education to children JK-8. Ranking among the very top performing schools in our city and rooted in the Anglican tradition, Christ Church Cathedral School offers a well-rounded curriculum accessible to students of all beliefs, nurturing the spiritual, social, physical, and intellectual growth of every child.

We aspire to be the school of choice for families who seek an excellent education for their children in a vibrant, caring, and inclusive community where students can discover the path toward the best version of themselves.

### **Our educational mission is mobilized by our values and by what we believe:**

#### **Community:**

Among our greatest strengths is our “right size”. Our current enrolment of 260 students, enables us to foster a strong community of parents, students, and teachers, each contributing to the school’s unique and highly prized culture of learning and mutual support.

#### **Excellence in Teaching and Learning:**

We believe that strong educational outcomes are achieved by instilling a passion for learning and discovery. We challenge and support our students to effectively draw out their best efforts. The result is students who are confident, enthusiastic, ready to take on new opportunities and step into leadership roles in high school.

#### **Service to others:**

We are motivated by the tenets of our faith to love and serve others. Therefore, the cultivation of active faith and the practice of service-learning is an integral component of a Cathedral School education, where students learn to pull together toward something much greater than themselves; where kindness, respect, compassion, effort, and resilience is cultivated.

#### **Diversity and Accessibility:**

We welcome children and families from all faiths and all socio-economic backgrounds. The availability of financial awards (bursaries and scholarships) is an institutional priority that ensures a Cathedral School education remains accessible.

## **INSTITUTIONAL PRIORITIES: Leading CCCS Forward**

Christ Church Cathedral School has a well-earned reputation for excellence in teaching and learning outcomes, particularly in mathematics and language arts. While we are proud of our achievements, we are planning our future in response to an evolving educational landscape in a time of rapid social, economic, and technological change.

- **Science, Technology, Engineering, Arts and Math (STEAM)**

The combination of science, technology, engineering, the arts, and math (STEAM) programming constitutes a fundamental literacy required for success, and it is at the heart of the Cathedral School curriculum. We wish to strengthen our capacity in the area, acquire and update the essential equipment and materials for teaching STEAM subjects, and develop a flexible space for hands-on learning where children actually "do" STEAM.

- **Enriched Music Program**

The relationship between high academic performance and music education is well established. Christ Church Cathedral is a highly regarded centre of excellence in sacred music, with a semi-professional choral music program, twenty-six treble choristers drawn from the Cathedral School, and a music department led by musicians of exemplary ability and reputation. In addition to the Choristers, the Cathedral School offers band, strings, and choral programs. The educational opportunities our situation affords are both singular and significant - there is a strong desire to develop music as a signature offering in the curriculum. With preparation and commitment, the Cathedral School is poised to take a leadership role in this area, becoming a destination school for music education.

- **Service Learning**

Since its inception, Cathedral School has embraced the value of service learning. We believe children develop strong moral character when we engage their hearts and minds in community issues, and by incorporating the lessons of our faith that exemplify what it means to live a good life — a life of service to others. Developing an understanding of leadership through service, and an awareness of societal needs both inside and outside our school community is to be cultivated.

- **Attracting and Retaining Excellent Teachers and Staff**

Our most valuable resource is our people: deeply committed teachers and staff who together, fulfill the promise of a Cathedral School education. We will continue to recruit and retain excellent teachers and staff and ensure our low educator to student ratio is maintained. On-going professional development, competitive salaries and benefits and the recognition of achievement are key operational priorities.

- **Building for the Future:**

Christ Church Cathedral School is located on the edge of Victoria's picturesque downtown core, in the midst of a historic and rapidly growing residential neighbourhood. The precinct is shared by the iconic Cathedral, its older sibling Memorial Hall, and other structures that house the block's three principal occupants: the Cathedral, the School, and the Office of the Diocese. It also contains significant green space that provides a welcome respite to residents, visitors, and the many people who pass through every day. The School is housed within Memorial Hall, a beautiful century-old stone building that includes an auditorium, gymnasium, and an inviting playground space.

The Diocese, the Cathedral and the Cathedral School are stakeholders in an ambitious partnership to develop a portion of the real estate assets of the precinct, with the school as a valued on-site feature. The partners are engaged in the master planning phase and are moving forward with enthusiastic resolve. For the school, a renovation of Memorial Hall is envisioned, including some expansion of classroom space, enhanced playground facilities along with the prospect of a new gymnasium and shared amenities with the Cathedral.

- **Enrollment:**

Small class sizes and a deep-rooted spirit of community, where every child is known, defines the Cathedral School experience. Enrolment is projected in the near-term at an ideal state of 280 students, with 223 (K-8) at the Cathedral precinct and two off-site Junior Kindergartens of 57 children. Future expansion of the successful JK business model is in consideration, given the opportunities afforded by the growth of residential construction on our perimeter.

- **Sustainable Philanthropy:**

Christ Church Cathedral School enjoys support both inside and outside our community and the fundraising case is compelling. Philanthropic support for academic programs, capital improvements and financial awards (in the form of bursaries and scholarships) will ensure that we deliver on our promise to students and their families. The school offers need-based bursaries, but there is a desire to strengthen our capacity. A top priority is the development of a philanthropic culture within the school community. The establishment and staffing of a co-ordinated alumni and development program would provide vital support for the school's near and long-term aspirations.

## **THE OPPORTUNITY:**

Christ Church Cathedral School seeks an ambitious and inspiring Head of School; an energetic, strategic leader with a firm commitment to strong academics, our Anglican ethos, and a deep appreciation for the value of music education. The ideal candidate will be a seasoned educator, a strong communicator, a sound financial administrator and dynamic ambassador for the school. With a proven track record of achievement and exemplary leadership skills, the candidate will build on the school's strengths and guide it through the next phase of its evolution.

The ideal candidate has a master's degree, is a current Head of School or has at least 5 years of progressive senior teaching and executive level leadership experience (eg: Assistant or Division Head), preferably within a K-8 independent school environment. You are a builder, a motivator, a strong communicator with the ability to foster excellent relationships with key stakeholders. You possess a deep commitment to realizing the full potential of young children and to nurturing their well-being. You lead by example, with a strong capacity to delegate and bring out the very best in those around you.

### **Reporting to the Board of Directors, the new Head of School will:**

- Provide oversight of academic program development, and foster an environment conducive to excellence in teaching and learning
- Be accountable on all matters relating to the financial health of the school, including financial planning, resource allocation, sustainability, and ensuring adequate revenues
- Work with the Board on the development of the school's Strategic Plan and implement strategic initiatives set out by the board
- Oversee a distributed leadership model and delegate as appropriate to senior managers
- Recruit, retain, mentor, inspire and evaluate academic and administrative staff
- Lead and support the school's administrative staff and teachers to ensure academic and operational goals and objectives are achieved and student enrolment targets are met.
- With the support of the Board, develop and enhance the culture of philanthropy, champion fundraising initiatives and engage with donors and friends of the school
- Secure and strengthen the school's highly valued culture of community

## **THE CANDIDATE PROFILE:**

While no single candidate will likely possess all of these characteristics, it is expected that the candidate will fully embrace and foster the Anglican ethos of the school. A strong combination of the following leadership qualities and capacities are sought in the new Head of School:

### **An Experienced, Progressive Educator**

- Able to build, strengthen and sustain the performance-based academic program
- Teaching experience, knowledge of the BC curriculum and Education Ministry compliance
- Able to articulate and then realize, the school's aspirations for a STEAM and music focus
- Strong commitment to music education, solidifying and sustaining a skills-based music stream.
- Evident care and attention to the needs and concerns of students

### **Ambassador and Relationship Builder**

- Acts as the public face of the School; excellent communicator, effective public speaker
- A community builder: Engages stakeholders and cultivates strong working relationships
- Successfully manages student/parent recruitment and retention

### **Visionary**

- Enterprising, visionary: can articulate a clear vision for the School and bring it to life
- Able to position and advance the school in a competitive environment
- In partnership with the board, capacity to plan and manage a program of capital renovations
- Conceptual organizer, strategic thinker and priority setter
- Adept at planning and change management

### **Strong Team Leader**

- Fosters a strong, cohesive executive leadership team within the school
- Flexible, nimble with strong situational leadership skills
- Takes care of and champions staff; good listener; collegial and decisive
- Committed to ongoing professional development of self and staff

### **Executive and Management Skills**

- Sophisticated administrator, strong financial acumen, able to design and implement a business plan
- Ensures accountability through a distributed leadership model, can delegate and trust
- Understands fund-raising and school advancement; oversees related professional staff
- Strong project management skills
- Works effectively and collaboratively with the Board of Directors

**Salary and Benefits:** Christ Church Cathedral School offers a highly competitive salary and benefits package.

**An invitation to Apply:**

Interested and qualified Candidates are invited to contact the Chair of the Search Committee in confidence. Candidates must submit the following items as PDF documents,

- Cover letter with an expression of interest in the position
- Current resumé
- A statement of educational leadership philosophy
- Three professional references with full contact information (references will not be contacted without candidate permission)

Applications should be submitted via email no later than October 20, 2023 to:

**The Chair, Search Committee**

Christ Church Cathedral School

[hos.search@cathedralschool.ca](mailto:hos.search@cathedralschool.ca)



**ABOUT VICTORIA BC:**

Hailed by the New York Times as an "urban jewel", Victoria is situated at the southern tip of Vancouver Island, on Canada's spectacular West Coast. The capital city of British Columbia, it is renowned for its natural beauty, picturesque neighbourhoods, dramatic ocean front scenery and outstanding recreational and cultural amenities. Victoria is a centre of government, home to two universities and a community college, a highly acclaimed symphony orchestra and opera company, and a vibrant and diverse arts and culture scene.

The greater metropolitan area has a growing population of nearly 400,000 and a burgeoning hi-tech and innovation sector. Victoria's temperate sea-side climate provides year-round outdoor recreational opportunities —it is the gateway to some of the Canada's most breathtaking wilderness. Ranked as one of the world's most visited places, the city has a robust tourist and hospitality/conference infrastructure, an international airport and busy cruise ship terminal. Residents often speak fondly of Victoria's relaxed charm and unsurpassed quality of life.

See: [www.tourismvictoria.com](http://www.tourismvictoria.com) and <https://www.realtor.ca/bc/victoria/real-estate>