



**The Winsor School**  
Boston, MA  
**Head of Lower School - Grades 5–8**  
July 2018

The Winsor School ([www.winsor.edu](http://www.winsor.edu)) a girls' independent school in Boston, MA, seeks a new leader for its Lower School, which serves 210 girls in Grades 5–8. Founded in 1886, Winsor enrolls 460 students, Grades 5–12. Winsor is a diverse, vibrant community that values intellectual curiosity, authentic engagement, and personal integrity. It is a school that challenges its students to lead lives of purpose as responsible, generous-minded women.

Winsor seeks an experienced and enthusiastic educational leader to serve as its Head of Lower School beginning July 2018. This is a great opportunity to join a positive school community that has the resources and professionalism to continually and thoughtfully consider how to best educate girls in today's world.

**Mission**

*Winsor prepares young women to pursue their aspirations and contribute to the world.*

**Guiding Principles** (*please see website for further information*):

Winsor strives to consciously create an environment of respect and inclusion and to support ethnic, racial, religious and socio-economic diversity among all the constituencies of the school. Winsor strives to support this environment by building a more inclusive curriculum, addressing a range of learning styles, offering a wide array of diversity efforts and programs, and by participating in the wider community.

The Winsor School believes that a critical dimension of academic excellence in the 21st century is the preparation for responsible participation in the global community. In preparing its students to act responsibly in this interconnected and interdependent world, Winsor is committed to ensuring that its students not only understand the nature of globalization but also appreciate the personal stakes and responsibilities they have as global citizens.

**The Position**

The Winsor School is a school of two divisions: Lower, Grades 5–8 and Upper, Grades 9–12. The Head of Lower School is responsible for the daily life of the Lower School, supporting students, families, and faculty, as well as developing the long-term vision for the division. This work is accomplished in close collaboration with the Head of Upper School, Department Heads, the Dean of Studies, and the Associate Head of School. The Head of Lower School reports to the Head of School and is a member of the Senior Administrative Team, working

closely with that group to guide the school strategically. Ideally, the Head of Lower School teaches one class or advises in the Lower School and is a consistent and supportive presence in the life of the division.

Faculty members include dedicated Lower School faculty, specialists, and a smaller group of “crossover” teachers who also teach in the Upper School. A Lower School Counselor and Class Coordinators at each grade level, who organize the advisors and class specific activities, offer further support and work closely with the Head of Lower School. An administrative assistant supports the two division heads.

Students in Winsor’s Lower School begin their days in homerooms and move between subject specialists. They are offered a wide range of extracurricular activities in athletics, the arts, and clubs. Students are supported through an advisory program. Winsor believes, as noted in the school’s Philosophy of Curriculum, *“students should be taught to think and learn independently in order to gain the competence and confidence necessary to be lifelong learners and strong, courageous women.”* Winsor’s Lower School students are infectiously enthusiastic about their school. When asked “What do you like about Winsor?”, a thoughtful pause was followed by, “That is a really hard question because there is so much.” Students cite the close community, the “so supportive faculty who want you to succeed,” the traditions and spirit, and the “great opportunities outside of academics.”

The Winsor Lower School assesses student progress without grades until 8<sup>th</sup> grade and has recently implemented a portfolio program that actively engages students in examining their learning and includes their participation in parent-teacher conferences. Winsor is engaged in thoughtfully ensuring wellness, striving for an environment that is dynamic, appropriately challenging, and positive.

The Lower School faculty embraces confident, relational, supportive, inspiring, and energetic leadership. The faculty would appreciate a leader who understands and supports the Winsor culture and is visible and responsive, effectively seeking input and moving forward with decisions and implementation. The Lower School would benefit from a leader who is well versed in curriculum and pedagogy and understands the developmental needs of girls ages 10–14.

In addition to the traits detailed above, Winsor’s next Head of Lower School should be an experienced educational leader who is excited to work in an energetic school environment that cares deeply about academic excellence and developing strong young women. The successful candidate will be an individual who:

- Loves, appreciates, understands, and has significant experience teaching middle school aged girls
- Is a passionate advocate for all-girls education
- Thrives in a diverse and dynamic school environment that highly values community and collaboration

- Is an experienced manager and leader who enjoys building teams and who understands how to support faculty in all stages of their careers
- Is highly engaged in curricular initiatives and has demonstrated success working with faculty to explore and implement curricular, pedagogical, and programmatic changes
- Possesses exemplary communication skills as a speaker, listener, and writer
- Has a decision-making style that balances input, collaboration, and decisiveness, and who approaches difficult conversations with directness and kindness
- Models a commitment to life-long learning and professional development
- Appreciates and is supportive of appropriate parental engagement
- Possesses a strong understanding of technology and an educated grasp of the social media venues frequented by today's adolescents
- Has a great sense of humor and joyfulness

The opportunity to serve Winsor as its next Head of Lower School is a great opportunity to join a positive, well-resourced, and highly-respected independent school that successfully fulfills its mission to prepare young women to pursue their aspirations and contribute to the world.

#### **For Consideration**

Please send electronically: Resume, Letter of Interest and Educational Philosophy and/or Personal Statement to:

Jane Armstrong or Bill Lyons, Managing Partners

***Independent Thinking***

[it@independent-thinking.com](mailto:it@independent-thinking.com)

617-332-3131

*The Winsor School is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, gender, age, national origin, marital status, sexual orientation, genetic testing, veteran status, physical or mental disability, or on any other basis prohibited by law.*

*All inquiries will be treated confidentially and review of candidate files will begin immediately.*