



Position: Principal

Brookes Westshore is a small, independent International Baccalaureate (IB) Grade 4-12 school with 320 students offering a personalized and student-centred approach to learning. At Brookes, we embrace and celebrate a diverse student body with learners that come from around the world. Our primary focus is the care of our students whose education and upbringing we hold with the most utmost regard and sense of responsibility.

Our focus at Brookes is to work in a respectful, professional and collaborative manner, seeking solutions to problems, building community and nurturing the talents and skills of all staff. Brookes has a small community of staff that support one another. Staff value the opportunity to work in a diverse environment and to develop their skills in a variety of areas, willing to embrace challenge and to work towards creating a better world through education. Brookes seeks staff who are passionate about working with young people and encouraging them to become responsible, caring and thoughtful young adults.

Be part of the friendly Brookes Westshore community and natural beauty of the surrounding area.

We are seeking a dynamic, experienced Principal to provide educational and operational leadership for our School community. The Principal is responsible for fostering a strong learning culture aligned with the International Baccalaureate philosophy, ensuring academic excellence, staff development and student well being.

Details of Position:

- **Posting Date:** 2026/01/23
- **Closing Date:** 2026/02/13
- **Start Date:** August 3, 2026
- **Salary Range:** Starting salary for this full-time position is \$125,000 – \$145,000. Placement within the range is based on related education and experience
- **Benefits:** Employer and Employee paid benefit package, RRSP contributions and a beautiful lunch as a meal taxable benefit
- Tuition discount for children
- 4 weeks paid vacation and 1 week non-discretionary vacation during the school closure between Christmas and New Years Day

The general duties and responsibilities of the Principal include (but are not restricted to) the following:

- Overall leadership of the School community including staff, students, parents and other stakeholders
- To embody, manifest, and advocate the vision and mission of the School
- Monitor and address matters of School climate and culture in conjunction with the Senior Leadership Team
- To ensure the implementation of the BC and IB Curriculum across all grade levels is met and assessment and reporting practices follow the Brookes assessment policy
- To lead the articulation of the School mission, School goals, department goals, course objectives, materials, methods and means of assessment
- To ensure effective reporting of student achievements to parents
- To ensure the academic programmes of the IB and the Ministry of Education are upheld
- To establish programs for the orientation of new teachers, training, and classroom evaluations
- To ensure that teachers are familiar with and adhere to School policies in all areas of the School operation in conjunction with Senior Leadership Team
- To prepare teacher handbooks which are provided every orientation
- Collaboration with Admissions, Dormitories, School Nurse, Coordinators and School Counselor to ensure the academic program supports student needs
- Lead the preparation of any Ministry/IB School inspections
- Monitor and address student safety matters and compliance as the School Safety Coordinator
- To supervise all programs of the School; such as monitoring curriculum, grading, testing, and reporting to parents



- To prepare for and conduct periodic program evaluations, submit reports to external agencies as required and to establish disciplinary policies and standards of conduct
- To assist and work with the Admissions and Recruitment teams in determining programs for the recruitment of students, which includes marketing, outreach, information dissemination, applicant testing, interviews and acceptance decisions
- To represent the School to all of its constituents including neighborhood, parents, students, alumni, business community, faculty and staff
- To handle all matters regarding employment, retention, and dismissal of personnel such as job assignments, performance evaluation and orientation and training
- To represent the School in its relations with Ministry agencies, other education organizations and accrediting agencies
- To assist with all other aspects of the School's operation

EDUCATION AND EXPERIENCE:

- A Masters or equivalent degree in a relevant field
- 3-4 years Senior educational leadership in a school system
- In good standing BC Ministry of Education BC Teaching Certificate
- 5 years teaching and 3-4 years administrative experience (DP Coordinator, Academic Lead etc.)
- Experience and familiarity with the BC Curriculum and IB teaching experience
- Boarding school experience an asset
- Experience or training in dealing with learning needs and conflict resolution
- Strong written and oral English communication skills
- Strong organization skills

How to Apply

Please submit a cover letter and resume including references to careers@westshore.brookes.org

We thank all applicants for their interest in this position, however only those applicants that are shortlisted will be contacted.