



Brief for the position of

Head of School Lower Canada College

February 2024



ODGERS BERNDTSON

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About Lower Canada College

Founded in 1909, Lower Canada College (LCC) is a gender-inclusive, independent, university-preparatory day school offering kindergarten through grade 12 (Pre-University). It is Montreal's leading global school and the only school in the city offering the International Baccalaureate Middle Years and Diploma Programmes as well as direct university entrance.

LCC has a rich history, an inspiring team of faculty and staff, and a highly motivated student body. With a challenging academic program and extensive co-curricular offerings that include athletics, arts, innovation and design, service, debating and leadership, the School's focus is on developing the full potential of the student in mind, body, and heart.

The School's core values (respect, global engagement, resilience, kindness, integrity and well-being) are embedded in all aspects of school life. Living the spirit of the School's motto, Non Nobis Solum (Not for Ourselves Alone), strengthens LCC students' sense of social responsibility and educates them about the role they play in a global society.

The School enrolment is currently 885 (273 in the Junior School, 196 in Middle, 315 in Senior, and 101 in Pre-University), with an average class size of 18. The student body is diverse, representing over 38 nationalities, with students speaking 39 different languages other than English as their mother tongue. One hundred percent of graduates continue their education at college or university. Twenty percent of students in grades 7-12 receive financial assistance.

LCC is proud to offer Montreal's longest-standing pre-university program. Its Pre-U: Grade 12 program gives students the freedom—and the guidance—to shape their own future. This one-year program provides outstanding preparation

for high school graduates who wish to pursue a four-year undergraduate program in Quebec, the rest of Canada, or around the world. Class sizes are small, the program is rigorous, relevant, and engaging, and the academic advising is unparalleled in the city.

Preparing students for an increasingly global society, LCC's programs and co-curricular opportunities extend beyond the classroom and across international borders. With a broadly focused curriculum, exceptional resources and international memberships, global connections instill values such as empathy, independence, adaptability and cultural understanding.

Located in the heart of Montreal's Monkland Village, LCC's seven-acre campus includes two libraries, a dining hall, four gymnasias and a fitness room, an indoor arena and outdoor ice rink, two playing fields, a Fab Lab, and two auditoriums. The School's facilities also include a band practice room, recording studio, black box theatre, and three art rooms.

LCC is a proud member of Round Square, a worldwide association of about 200 schools on six continents in 50 countries that encourages Middle and Senior School students to push beyond academic excellence to discover and develop their full potential.





The Duke of Edinburgh Awards Programme encourages young people aged 14-25 to develop life skills that will challenge them, while helping them give back to their communities. Founded by Prince Philip Duke of Edinburgh, the programme – which LCC has been offering for over 17 years – encourages personal discovery through initiative, leadership and community involvement. LCC students complete Bronze, Silver and Gold levels through goals related to Community Service, Skill Development, Physical Recreation, and Adventurous Journey. LCC is the most active school in Quebec in the Duke of Edinburgh's Award Programme.

The Certificate of Sustainable Global Leadership (CSGL) is an LCC initiative that recognizes students who have made environmental and global learning a significant priority throughout their Senior School career. This recognition ties together the array of global and green learning programs including, fulfilling year one of the IB Diploma, completion of the Duke of Edinburgh Gold Award, participation in a series of seminars, and written reflections on an international travel opportunity and environmental initiative with which they have been involved.

An IB World School, LCC is certified by the Quebec ministry of education (Ministère de l'Éducation du Québec), Canadian Accredited Independent Schools (CAIS), and the New England Association of Schools and Colleges (NEASC). The School is also a member of the Quebec Association of Independent Schools (QAIS), the National Association of Independent Schools (NAIS), Fédération des établissements d'enseignement privés (FEEP), Round Square, and the Duke of Edinburgh Awards Programme.



For more information about Lower Canada College, please visit: www.lcc.ca



The Opportunity

Lower Canada College is seeking its next Head of School for the summer of 2025, following what will be 20 years of outstanding leadership from the current Head. The School is healthy and successful on all fronts. Well-governed, financially sustainable, staffed by talented and devoted faculty and staff, supported by happy parents, bolstered by loyal alumni and – most importantly – home to 885 talented and passionate students, the new Head will inherit a community that is supportive, dedicated, and eager to continue to grow and develop as a centre of learning and leading.

Lower Canada College is looking for a strong and experienced leader to take the School into the future. The challenge for the new Head is to advance a school that is already strong on every level and to continue to push LCC to grow and develop as a centre of excellence and a global leader in teaching and learning.

Within the last year, LCC has made the decision to become a fully independent school and, effective September 2024, it will no longer receive financial support from the provincial government. While already fully subscribed, with waiting lists at all grades, this independence will now allow the School to

fully open its doors to Montrealers, Quebecers, Canadians and international students of all backgrounds. This will present both a challenge and opportunity as Lower Canada College defines itself and its value to the broader Montreal market and works to attract diverse and talented young people to the School. The Head will come into LCC one year into the new fully independent model and ensuring that the School has become better known outside of its traditional market and is attracting students from all backgrounds, languages, and experiences will be a priority.

Growing and enhancing the School's advancement work is also a priority. Work is already underway to double LCC's endowment so that the School population can truly reflect the cultural and economic diversity of Montreal. In addition, there is work to be done on what is already an outstanding campus at LCC. Some facilities are ready for updating and new physical space needs are arising. In addition, LCC has made sustainability a strategic priority, and this will be a key focus for any capital redevelopment. The new Head will come in at a time when capital campaign planning will be underway. Focusing on growing the culture of philanthropy throughout the School community will be a clear priority for the new Head, and they must be fully and deeply committed to this work.





As with all schools, LCC continues to adapt to the changes wrought by the pandemic. The School's programs for global engagement stepped back during the pandemic years and LCC is working on re-engaging and encouraging its students and families to recommit to the vibrant learning opportunities afforded by travel and engaging beyond our borders. The School is deeply committed to developing global competencies and these opportunities are critical to young people's development. The new Head of School will work with faculty, staff, students, and families to ensure that LCC's commitment to global education is fully realized.

The LCC program (curricular and co-curricular) is strong and highly valued by the community. However, to stay ahead in a rapidly changing world, the School is continually focused on looking at its offerings and ensuring that it is preparing its students to be successful global citizens. The new Head will bring creativity and an innovative mindset as they lead faculty and staff forward in continually enhancing LCC's programs.

The new Head will come into LCC during the fourth year of the School's five year strategic plan. This is propitious timing as it will allow the Head to come to know the School, to build relationships, and to immerse themselves in the culture of LCC, before they begin to engage the community in the development of the next plan. It is always more challenging to move an institution forward when it is already excellent, but it is also exciting. The new Head will bring a nuanced hand to managing change and to encouraging the community in pursuit of new and innovative goals.



The Role

Reporting to the Board of Governors, the new Head will advise on strategic direction, develop, and implement appropriate action plans, and support and retain the very best faculty and staff. As the face of LCC, the Head will inspire and engage with students, staff, alumni, and families to grow and further strengthen the School's position in the broader community. The Head will ensure that the principles of equity, diversity, and inclusion are embedded into the School's policies and daily behaviours

Visionary Leader

- Sustaining and building on LCC's educational mission (academic and co-curricular) and ensuring that the School provides an exceptional experience for its students.
- Providing mentorship and overall direction to a very strong, stable, empowered, and experienced leadership team, and ensuring that all members remain motivated, encouraged and supported in doing their very best work.
- Bringing energy and ideas to the School's evolution and growth as a world class learning environment, and inspiring the community to develop and pursue a shared vision for the future.

- Working in partnership with the Board, faculty, staff, and administration in the achievement of the School's goals and objectives and in the development of the next strategic plan. The current strategic plan "[Stride Forward Boldly](#)" ends in 2027, allowing the new Head to see it through and then begin the visioning for the next five year plan.

Educator

- As the top educational leader of the School, providing overall guidance and direction to all academic and co-curricular programs, fostering new and innovative ideas to ensure that LCC is on the leading edge of education, and inspiring all students to pursue excellence.
- Supporting a robust professional development program and encouraging innovation and creativity in teaching and learning.
- Staying knowledgeable and ahead of the curve on thinking about education in the 21st century and leading the LCC community in pursuit of world-class educational programming - both in and outside of the classroom.





Relationship Builder

- Taking a deep and sincere interest in the students and maintaining the warm and open environment that is responsive to their needs and the needs of LCC's community at large.
- Ensuring strong and respectful relationships and open, trusted communications with all of the various constituent groups that make up the School family – senior leadership and the Board, students, faculty and staff, parents, and alumni.
- Being fully and actively committed to advancement and to fostering relationships with donors, alumni, and the broader external community, with a focus on growing the endowment, so that LCC can continue to provide outstanding programming in first-class facilities for all students.
- Being an active, dynamic, and high-profile spokesperson and ambassador for LCC, with various professional organizations (such as CAIS, the International Baccalaureate Organization, and Round Square), other independent schools, and various external stakeholders.

Administrator

- Ensuring the continued financial strength of the School, and that the financial resources are used to best effect across LCC.
- Ensuring that the School is well-led at all levels, with the appropriate leadership structures in place to ensure that everyone is thriving and everything is running efficiently for the benefit of the students.
- Promoting a culture of accountability, consistency, clarity, and transparency in how decisions are made and implemented.
- Challenging and developing the full potential of faculty and staff, through the ongoing nurturing of a team environment where all are encouraged to participate and assume leadership roles; leading the entire staff team – through recruitment, motivation, evaluation, and on-going professional development.





The Individual

The next Head of Lower Canada College will operate with the greatest personal integrity and dedication, and will possess courage of conviction, a sense of fairness, and a focus on developing and empowering others. By nature, they will be open, honest, and transparent in all they do. They will be an exceptional relationship builder with the ability to both lead and inspire a dynamic, loyal, and committed community.

The Search Committee recognizes the challenge and complexity of the position, and that no one individual will have all of these skills and attributes in equal measure; however, the following background, experience, and personal qualities will be sought in candidates:

Leadership and Vision

- Outstanding leadership qualities, and the ability to develop and articulate an educational vision and long-range strategic plan for LCC, and then to inspire the community in its pursuit of these goals.
- The ability to identify trends and anticipate developments in our rapidly changing society, and to lead the community to stay ahead of the curve.
- A consultative yet decisive management style, and desire and ability to both mentor and empower others to reach their own potential.

Educational Leadership

- A passion for education, a record as an effective teacher and as a mentor of outstanding teachers.
- A strong academic background, and an impressive blend of teaching, administrative, and management experience gained in a complex educational institution.

- A deep understanding of, and continual curiosity about, the trends in education and the particular challenges and opportunities involved in educating students across the grades.
- A global outlook and a deep interest in providing students the opportunities to engage in the wider world and to become true global citizens.

Commitment to the LCC Community

- A demonstrated commitment to the education of the whole child, a deep and genuine affection for children of all ages.
- A record in their own life of active support of, and passion for, academics, athletics, arts, experiential learning, and service.
- The capacity to understand and appreciate the importance of community, to value diversity, and to respect and embrace the unique traditions, philosophy, and values of Lower Canada College.
- A history of providing a highly visible presence on campus, and willingness and energy to commit themselves wholeheartedly to the particularly full schedule of a thriving independent school.





Management/Administrative Skills

- A commitment to good governance and the ability to work in an open, transparent, and collaborative way with the School's Board of Governors.
- An excellent delegator and motivator with a track record of empowering people to be their very best, giving them ownership and support of their portfolios, and providing the tools to allow them to grow and thrive.
- Strong organizational skills, and a business orientation that allows the School's resources – both financial and human – to be used to greatest effect in the education of LCC students.

- A powerful commitment to growing the School's endowment to ensure that students from many backgrounds can attend the School, and an affinity and enthusiasm for fundraising to achieve LCC's goals.
- A demonstrated ability to embrace and communicate change, and the courage, judgment, and wisdom to make important decisions when they have to be made, and to delegate effectively to ensure that they are implemented.

Personal Qualities

- A natural personal style that connects easily with others, balances firmness and fairness in problem resolution, and demonstrates an active interest in students' development as individuals in a community.

- Unassailable integrity, and the capacity to engender respect and loyalty from all in the LCC family.
- An excellent listener, with strong public speaking and communications skills, ideally in both English and French.
- The willingness and natural inclination to embrace the culturally and linguistically diverse city of Montreal.
- A high level of personal strength, stamina, energy, kindness, and a good sense of humour.





Additional Information

Key Dates

The Committee's consideration of candidates will begin in late March 2024, with the new Head of School to be announced by summer 2024, and to take office in the summer of 2025.

How to Apply

Applications are now being accepted at:

<https://careers.odgersberndtson.com/en-ca/job/29336>

Nominations and inquiries should be directed to Julia Robarts of Odgers Berndtson at

lcchead@odgersberndtson.com.

Your Personal Information

At Odgers Berndtson, we have always respected the privacy and the confidentiality of the personal information provided to us in context with our executive search assignments. This has been a fundamental value in building trust with our candidates and clients. We are committed to keeping your information secure and managing it in accordance with our legal responsibilities wherever we operate in the world, including the Personal Information Protection and Electronic Documents Act ("PIPEDA") in Canada.

For more information on your rights and to find out much more about how we process your personal data, a copy of our Privacy Policy is available for your review on our [website](#).

By providing us with a copy of your resume and any subsequent personal information directly or from third parties on your behalf such as references, you understand that it has been furnished with your consent for the purpose of possible disclosure to our client, who has agreed to comply with our Privacy Policy. We will not disclose your personal information to clients without your prior knowledge and consent.

Diversity, Equity and Inclusion

Lower Canada College is an equal opportunity employer. In accordance with the Accessible Canada Act, 2019 and all applicable provincial accessibility standards, upon request, accommodation will be provided by both Odgers Berndtson and LCC throughout the recruitment, selection and/or assessment process to applicants with disabilities.

Odgers Berndtson is deeply committed to diversity, equity and inclusion in all the work that we do. As part of our efforts to better understand our ability to reach as broad a pool of candidates as possible for our searches, our DEI team would like to encourage you to take a moment and access our [Self-Declaration Form](#).





Contact Details

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