



Head of Upper School (Grades 5-8)
Brookwood School – Manchester, Massachusetts
July 2024

About Brookwood

Brookwood is a PreK-8 independent school of 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on fostering a joyful community of lifelong learners and upstanding global citizens who embrace a culture of curiosity, kindness, and academic accomplishment. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

Position Summary

Brookwood seeks an outstanding educational leader to serve as its next Head of Upper School (Grades 5-8, 140 students). The Head of Upper School oversees all aspects of the division, including the curricular and co-curricular programs, faculty supervision and mentoring, student growth and well being, and daily operations. The position reports to the Head of School, serves as a key member of the senior leadership team, and works closely with the Assistant Head of School, Head of Lower School, faculty, and department coordinators. The ideal candidate will have proven leadership skills, strong teaching experience, a deep knowledge of middle school education, exceptional written and oral communication and presentation skills, and an infectious sense of fun.



**Carney
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& ASSOCIATES

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Dedicated to graduating students with cultural competency, Brookwood actively pursues candidates with a strong focus on multiculturalism, equity and inclusion. The candidate will be a community builder and division leader who develops strong relationships with students, families, and faculty/staff and other constituents to foster a sense of belonging and enhance the supportive environment at the school. The candidate will put students' needs at the center of decision-making and will be an inspiration to a high-performing and experienced faculty.

Essential Duties and Responsibilities

- Articulate a vision and clear expectations for the Upper School in alignment with the school's mission, values, and statement of commitment to diversity, equity, inclusion, justice, and belonging
- In partnership with the Director of Communications and Assistant Head of School clearly define and communicate the academic and instructional vision of the Upper Division to internal and external constituency groups
- Work closely with the Head of School and the Leadership Team to execute Brookwood's strategic plan
- Partner with the Team Leaders and the Dean of Students in fostering and maintaining a positive and healthy Upper Division student culture and community in which there are high standards of behavior and expectations for students
- Support the Dean of Students in the execution of the Upper Division's restorative practice and discipline processesBuild and develop strong relationships based upon understanding and trust with everyone in the Division
- Supervise and support faculty in meeting standards of excellence in teaching and learning
- Lead Upper School meetings for staff & students
- Partner with the Assistant Head of School to recruit faculty and oversee teaching assignments; orient new faculty and support their transition to the school
- Partner effectively and proactively with parents
- Partner with the Director of Learning Skills to support and provide effective support to students and families working with student support resources (Learning Skills Department, Consulting Psychologist, Director of Health Services)
- Collaborate with Assistant Head of School and Division Heads to ensure continuity and coherence across grades, including transitions between divisions
- Partner with the Assistant Head and Department Coordinators, to help evaluate, develop and implement curriculum; help oversee student assessment and the process and methods used by faculty to report student progress
- Partner with the Leadership Team to engage in professional development to advance diversity, equity, and inclusion goals at Brookwood



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- Work closely with the Admissions Office to increase recruitment and retention
- In partnership with the Director of Finance & Operations and other operational leaders manage the Upper Division budget, essential services, and facilities
- Serve on the Heads Team, Leadership Team and the School's Emergency Response Team
- Work closely with Secondary School Advisor to help students successfully enroll and transition into suitable secondary schools
- Build the yearly divisional academic schedule and student schedules
- Meet expectations as defined by the Brookwood Employees Handbook

Required Qualifications:

- An advanced degree in education or related field
- Administrative experience and training
- At least 3 years of relevant teaching in grades 5-8

Preferred Qualifications:

- Experience as a division head



A Successful Candidate Will Possess:

- A clear love for the process that is educating middle school aged children
- Deep knowledge on educational research and trends and have a deep understanding of best practices for working with middle school students
- Dedication and experience fostering a multicultural, inclusive and equitable school community
- An ability to lead strategic initiatives to completion while anticipating issues and identifying effective solutions
- The ability to be self-reflective educator and leader who models a growth mindset
- Outstanding leadership skills that places kindness, collaboration and humility at the center of their work in schools
- A willingness to work hard as part of a talented and dedicated team of educators and administrators



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- The ability to work in a fast paced environment, juggling many responsibilities at any one time while still having the ability to find the joy of working within an elementary & middle school
- A willingness to engage in the life of a busy school community
- A good sense of humor, energy and the ability to work effectively with a wide range of different people and personalities
- Ability to work occasional evenings and weekends

To Apply

Interested and qualified candidates should submit electronically, and as separate documents, the following materials:

1. Current resume, including phone number and email address
2. Letter of intent
3. Statement of philosophy of education and leadership
4. List of five references with contact information (references will not be contacted until the candidate is notified)

To Rice Bryan (rbryan@carneysandoe.com), and Sabrina Zurkuhlen (Sabrina.zurkuhlen@carneysandoe.com). Please do not contact the school directly.

We strongly encourage applications from people of color, LGBTQ educators, or educators from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.



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