

Bayview Glen

Whole Child Purposeful Life Better World

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, intentionally creating a welcoming, vibrantly diverse community, guided by inspiring teachers and fueled by a forward-looking curriculum. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

We're looking for a full-time **University Guidance Counsellor** to join our team in February, 2026.

As a member of the Student Services Department, you'll help guide students from Grades 9 to 12 through the post-secondary exploration and application processes and take responsibility as a grade-level or assigned group lead. Reporting to the Director of University Counselling, you will play a pivotal role in providing comprehensive guidance and support to students, addressing their academic, personal and social needs.

We value inclusivity, fairness, and equal opportunity, ensuring every voice is heard. Integrity is our foundation, and we believe in transparent, respectful interactions. Adaptability and innovation are key as we embrace change and creative thinking to enhance our programme. If you're ready to inspire, learn and innovate, we invite you to apply and be a part of our dynamic educational community!

What You'll Be Doing:

- Conducting individual and group counselling sessions to support the Grade 9 through Grade 12 academic and career journey of students.
- Assisting students in developing academic plans, setting goals, and selecting appropriate courses throughout their high school years.
- Referring students with difficulties to the appropriate wellness and/or learning specialist(s).
- Consulting with teachers, staff, and parents to enhance effectiveness in supporting student development and post-secondary planning.
- Monitoring student graduation requirements and progress and working with faculty and parents to identify and address academic concerns.
- Supporting students and their parents through post-secondary application processes.
- Maintaining current information on the numerous programs, post-secondary institutions, admissions requirements, specific educational requirements for different jobs and scholarships within Canada, the USA and abroad.
- Possibility to teach one course as required.

What You'll Need:

- An undergraduate degree in a related field coupled with a Bachelor of Education Degree at the Intermediate/Senior level or equivalent.
- A member, in good standing, of the Ontario College of Teachers.
- Additional qualifications in Guidance or equivalent.

- Proven direct experience working with high school students and their families in a counselling and/or advisory capacity.
- Demonstration of an extensive knowledge of universities and colleges domestically and internationally, and their respective programmes, admissions policies, and defining characteristics.
- Approachable, empathetic, guided by ethical principles and diversity, equity and inclusion.
- Demonstrated computer skills using a variety of software, including Microsoft Office. Working knowledge of various application platforms such as OUAC, OCAS, UCAS, and Common Application, amongst others.
- Active participation in local and national associations relevant to the profession, such as NACAC, International ACAC, Canadian Independent School Counsellors, and Ontario School Counsellors Association.
- Strong oral and written communication and presentation skills.
- Exceptional organizational skills and an ability to manage large volumes of information.
- Ability to work under pressure, juggling multiple projects at one time while meeting strict deadlines.
- A willingness to become involved in the life of the School and take on additional co-curricular responsibilities, including sports team coaching.
- Flexibility to adapt to a work schedule that may involve occasional before and after school hours and travel as required.

Here's What We Offer:

- A competitive total compensation package
- Participation in the Ontario Teacher's Pension Plan (OTPP)
- A collegial work environment where employees have fun together
- A welcoming, vibrantly multicultural community
- Meaningful work in an educational environment with future leaders of tomorrow
- Professional development opportunities
- Onsite fitness facilities
- Lunches and parking provided

We invite all qualified candidates to submit a cover letter and resume (***combined into one document***) to hr@bayviewglen.ca by no later than **November 7, 2025**. Please indicate the name of the position you are applying for in the subject line.

At Bayview Glen we are committed to fostering an inclusive, accessible environment, where all members of our school community feel valued, respected, and supported. We encourage qualified applications from the diverse communities in which we live and serve and who may contribute to the further diversification of perspectives and ideas. We will accommodate needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please contact our Human Resources Department for assistance if required.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

We would like to thank all applicants in advance for your interest; however only those candidates invited for an interview will be contacted.

Explore more about Bayview Glen School, including our new **2024-2029 Strategic Plan: BE BOLD**, by visiting our website at www.bayviewglen.ca.