

## JOB POSTING

|                       |  |
|-----------------------|--|
| <b>Position:</b>      | Teaching Intern (2)                              |
| <b>Department:</b>    | Academics  |
| <b>Reports To:</b>    | Senior School Principal, Junior School Principal |
| <b>Starting Date:</b> | August 30, 2017                                  |
| <b>Closing Date:</b>  | Open Until Filled                                |

Queen Margaret's School is accepting applications for **two (2) Teaching Interns** to join our faculty, beginning **August 30, 2017**. The Teaching Intern works in the area of Academics to support the day-to-day school operations by acting as a Teacher-On-Call. They support the Academic Department with ongoing projects, supervision of exams, and other duties as required. The Teaching Intern takes on special projects as assigned, such as coordination of the school yearbooks. There are 2 intern positions available for the 2017-18 School year:

- Junior School Intern – experience teaching young English Language Learners and/or Early Literacy focus an asset
- Senior School Intern – focus on STEM would be an asset

QMS Teaching Interns embody the school's core values of integrity, intellectual curiosity, accountability, safety, diversity, legacy and courage. The role includes working at co-curricular and special events as assigned, including some weekends and evenings. Housing and meals may be provided as a taxable benefit, in addition to a monetary stipend for the academic year (September to June).

These positions are suited to individuals who have recently completed a degree in education or who are contemplating working in an academic environment. It is a significant resume builder for future opportunities in education, both in and outside of Queen Margaret's School.

Intern teachers interested in joining the Queen Margaret's community must embrace the ethos of an independent school education. They must have a proven record of commitment to the extensive co-curricular life of an independent school, the capacity to develop positive relationships with parents and the desire to contribute to a collaborative learning community.

### Applications must include:

- **A cover letter**
- **Resume**
- **Three (3) professional references available by phone**
- **Proof of teacher certification and degrees obtained**

### Qualifications:

*The following are requirements for this position:*

- Graduate of a recognized B.Ed program
- Proof of BC Ministry of Education Teacher Certification
- Highly effective communication skills, both verbal and written
- Team player with excellent interpersonal skills
- Ability to mentor and motivate students
- Knowledge and understanding of teenage development and adolescence
- Experience, sensitivity and awareness of working within a multi-cultural environment
- Willingness to embrace the ethos of an independent school and make a commitment to the extensive co-curricular life of an independent school

*Preference will be given to candidates who also have the following skills and qualifications:*

- An interest/experience in working in a residential environment
- Standard First Aid or above
- Valid driver's licence and clean driver abstract

### Responsibilities:

- Serve as a Teacher-On-Call (TOC) for the academic year, covering a minimum of 60 days
- Support the Academic program with ongoing projects as assigned. This could include coordinating the school's annual yearbooks, invigilating exams, and organising of special events, such as assemblies, end-of-year ceremonies
- Assist with the administration of Academic events
- Attend Outdoor Education trips as assigned
- Bring energy, enthusiasm and a love for learning to the classroom
- Attend meetings and school events as required
- Lead co-curricular assignments with enthusiasm
- Model the core values of the school
- Collaborate with peers to support a student-centred learning environment
- Take an active part in all professional development activities, including staff meetings
- Perform other duties as required or assigned

Interested applicants should email a cover letter, resume, and supporting documents  
to: [careers@qms.bc.ca](mailto:careers@qms.bc.ca)