



**The Sacred Heart School of Montreal**  
**3635 Atwater - Mtl, QC - H3H 1Y4**  
**514-937-2845 - [sacredheart.qc.ca](https://www.sacredheart.qc.ca)**

The Sacred Heart School of Montreal is an All Girls English Catholic high school in Montreal. Located in downtown Montreal, its mission is to nurture the mind, body and spirit of each student in a supportive and caring environment. The School is part of a worldwide network of 151 schools across 40 countries, all of which share common goals, mission and philosophy.  
<https://www.sacredheart.qc.ca/philosophy-goals/>

**TITLE: English Language Arts (75%)  
& Social Science (25%) Teacher**

**REPORT TO: Director of Academics &  
Assistant Head of School**

**STATUS: Permanent, Full-Time**

**BENEFITS: Free parking space,  
pension plan, group insurance, paid  
summer vacation, 2 weeks at Spring  
Break, 2 weeks during Christmas  
Break**

**Start date: August 2024**

**Applications should be submitted  
by email with a cover letter and  
CV to:**

**[hr@sacredheart.qc.ca](mailto:hr@sacredheart.qc.ca),**

The Sacred Heart School of Montreal is an equal opportunity employer and subscribes to the Programme d'accès à l'égalité en emploi.

We thank all candidates for their interest in this position but only candidates selected for an interview will be contacted.

The selected candidate must undergo a satisfactory background check performed by the Montreal Police Department



## **KEY RESPONSIBILITIES**

### **INSTRUCTION:**

- Create a stimulating learning environment by using adaptive and creative teaching methods and instructional materials
- Incorporate technology and active learning strategies into lesson plans to meet students varying needs
- Engage and encourage students in the learning process, provide them with guidance and advice to help them succeed academically
- Assign and correct projects in a timely manner
- Evaluate and report students progress in a timely manner
- Give prompt and constructive feedback to students
- Update assignments and projects

### **EXTRACURRICULARS & SUPERVISION DUTIES:**

- Lead and supervise extracurricular activities such as the school's newspaper and literary magazine
- Perform supervisory duties in the morning or during lunch time as assigned by the Director of Academics
- Perform supervisory duties during special activities and during supervised study periods
- Enforce code of conduct and proper etiquette expected in students consistently and fairly

### **OTHER DUTIES:**

- Support and follow school policies and procedures
- Take attendance in a timely manner
- Substitute for other teachers when possible and during assigned emergency periods
- Attend meetings
- Collaborate with other teachers to increase student learning and to share information, resources and ideas
- Actively participate in professional development activities
- Perform other duties as required

## **EDUCATION, EXPERIENCE & SKILLS**

- Bachelor of Education combined with subject-related Bachelor's degree and/or Masters of Arts in Teaching & Learning (MATL)
- Quebec Teaching permit (brevet) or Provisional Teaching Licence
- Experience teaching the English Language Arts Program of the Québec Education Program (QEP) to high school students
- Excellent interpersonal and communication skills
- Bilingualism
- Proficiency with Google Suite for Education
- Professional manner
- Strong sense of discretion and confidentiality
- Positive, "can-do" attitude