

Emma Jones

(514) 488-8888

Emma Jones
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April 2nd, 2014

Mrs. Zadia Smith
Principal
The Priory School
3120 The Boulevard, Montreal, QC, H3Y 1R9

Re: Application for elementary teacher position at the Priory School.

Dear Ms. Smith,

As a recent graduate from the Bachelor of Education, kindergarten and elementary program at McGill University, it is with great interest that I apply for the elementary teacher position at the Priory School as advertised on the McGill Career and Planning Services website. Having already worked in a positive, dynamic, and student-centered private school in Westmount, and having thoroughly enjoyed my experience, I am motivated to be a part of the team at the Priory. I am confident that my academic training, and 7 years experience working with kids in both extra-curricular and academic settings, qualifies me for this position.

At McGill University, I have taken a wide range of courses that have guided my understanding of child development and how young minds learn. One of my most engaging classes was *Drama Across the Curriculum*. This course taught me how to implement drama techniques and actively engage students in their learning – a technique which I have enthusiastically practiced in the classroom with positive outcomes. I value the use of drama as a teaching tool for the reason that it allows children to express themselves through play, song, and performance, while learning about their world. I have had the opportunity to explore many different subject areas and grade levels in various schools in Montreal through my 4 teaching placements, totaling in approximately 900 hours of classroom exposure. Incorporating my passion for the arts into my teaching placements has been an effective approach and a rewarding experience, through which I have solidified my philosophy of ensuring active engagement in the learning process.

I have made an effort to become involved in a wide variety of career-related experiences, which have given me the opportunity to develop a more well-rounded approach to teaching. Through working at the Study School for the past year as a student supervisor, a substitute teacher and as an after school program tutor, I have been able to track student development through observing their learning in multiple settings. My understanding of teaching and learning has broadened in observing various learning styles exhibited by students within these different settings. Outside of the classroom, I have gained experience animating gym and aquatic activities as well as cooperative games and science experiments, which has allowed me to develop my strengths in working with kids in a variety of capacities, and appreciating how extra-curricular activities can greatly contribute to a child's positive development.

With my varied experiences working with children, both inside and outside of the classroom, I have developed a strong skillset and an ability to connect with and inspire young minds. I would look forward to contributing to The Priory's academic and extra-curricular programming, and sharing my strong belief in the positive outcomes of well-rounded student engagement. I look forward to the opportunity to meet with you to discuss in more detail my suitability for this position.

Sincerely,

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Languages

English and French – fluent spoken and written

Education

Bachelor of Education, Kindergarten & Elementary 2010- 2014

McGill University, Montreal, QC

- Received the McConnell award for outstanding academic achievement
- Member of the Golden Key Honors Society

Diploma of Collegial Studies – Social Science 2008-2010

Vanier College, Montreal, Quebec

Career-Related Experience

Conversational English Teacher (volunteer) Oct 2013 - present

High School of Montreal, Adult Center, Montreal, Quebec

- Led and animated conversations with ESL learners

After school tutor, Substitute teacher, Student supervisor Sept 2011 - present

The Study, Montreal, Quebec

- Deliver lessons of the day to kindergarten – grade 6 students
- Instruct students in all subject areas, and facilitate homework tasks
- Communicate daily with teachers and parents to implement homework routines
- Supervise students in the morning, at recess, lunch and dismissal

Student Teacher (grade 3) Feb – Apr 2014

Parkdale Elementary School, Montreal, QC

- Implemented a lunch time drama club for students grades 1-6
- Incorporated SmartBoard technology into many lessons
- Adapted lessons for an inclusive classroom with students struggling with ADHD and dyslexia

Day Camp Counselor and Special Needs Integrator 2010-2013

Birthday Party Animator 2010-2012

After School Counselor 2009-2010

YMCA St-Laurent, Montreal, Quebec

- Organized and coordinated indoor and outdoor themed activities and events for children ages 5-12
- Adapted activities for special needs students
- Animated birthday parties, decorated the facility room and coordinated logistics
- Helped children with math, social science, English, and French homework

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Student Teacher (grade 1 drama)

Sept – Nov 2012

Bancroft Elementary School, Montreal, Quebec

- Designed and directed drama activities for grade 1 students
- Implemented creative assessment techniques
- Assisted with parent-teacher interviews

Student Teacher (grade 1/2 split)

Apr 2012

Cedarcrest Elementary School, Montreal, QC

- Implemented a birthday party unit which incorporated multiple subject areas
- Differentiated instruction to meet the mixed needs of grade 1 and 2 students

Private Tutor

2010-2012

Montreal, QC

- Assisted with English homework for two students, eight and sixteen years old student

Student Teacher (grade 5)

Oct 2010

Lauren Hill Academy, Montreal, Quebec

- Assisted with teaching and marking in a grade 5 classroom

Supervisor

2008-2009

École Katimavik-Hébert, Montreal, Quebec

- supervised children effectively in a French speaking environment

Volunteer experience

Volunteer

2009-2010

SPCA Shaggy Dog Strut

- Registered walkers and received donations

Event Volunteer

2011

Weekend to end breast cancer

Volunteer

2007-2012

National Ovarian Cancer Association Walk of Hope

- Set up walking trail, led walkers, and provided general assistance

Extra-curricular activities and interests

Writing

Writing short stories and plays for children

Leisure activities

Irish and hip-hop dancing; figure skating; playing tennis and badminton; composing songs on the piano