**ROLE DESCRIPTION**

**Role Title:** Teacher

**Location**: Snehalaya English Medium School, MIDC, Ahmednagar, Maharashtra

**Reporting to:** School Principal

**School Hours**: 09:00-14:40, Monday to Friday, 09:00-12:00, Saturday

**Benefits:** Being part of our unique school working with underprivileged children and gaining experience working for a grassroots NGO plus the following employee benefits:

* Accommodation and food on site
* Employee health insurance
* On the job support and professional development
* Partnerships with international schools and teachers
* You will be making a difference!

**Salary:** Negotiable

**Snehalaya’s English Medium School**

Our English Medium School was set up in 2010, primarily to provide education to our own children struggling in mainstream school as their HIV medication and restricted health affected their concentration and attendance. We have also opened our doors to children from our slum and local communities, many of whom have been excluded from other schools or faced bullying due to their backgrounds or social standing, with the aim of improving social integration and acceptance.

This is a unique opportunity for teachers passionate about education to join a dynamic and international team working in a truly remarkable organization which takes a holistic approach to tackling some of the most damaging social issues of the day. Teaching in our government accredited school you will be working with children seeking to break some of the most vicious cycles of poverty and exploitation through education.

**The Teacher**

Our school pupils and teachers are diverse and you will be part of a team delivering lessons to over 200 children studying from LKG to 10th Std. Every day is different and we require someone who can bring practical teaching experience, skills and knowledge, energy, creative ideas and solutions to engaging with our pupils. You will be responsible for preparing and implementing a full educational teaching plan according to the school’s requirements providing activity-based learning based on student-needs and abilities which contribute to their academic success and overall personal development.

The ideal candidate will be passionate and experienced in teaching with an ability to reach out to students and create a relationship of mutual trust. They will know how to organize a class and make learning an easy and meaningful process.

We have invested heavily in making our school a success by engaging with professional experts to work on a new strategy and teacher training. The successful candidate will be expected to commit to continuous professional development and contribute to the school’s overall aims and objectives.

**Overview of the role**

You will be working in Snehalaya English Medium School and will be required to:

**Teaching**

* plan, prepare and deliver instructional activities that facilitate active learning experiences
* establish and communicate clear objectives for all learning activities
* develop schemes of work and lesson plans
* maintain a tidy, orderly and simulating classroom and prepare it for class activities
* provide a variety of learning materials and resources for use in educational activities
* identify and select different instructional resources and methods to meet students' varying needs
* instruct and monitor students in the use of learning materials and equipment
* use relevant technology to support instruction
* observe and evaluate student's performance and development
* assign and grade class work, homework, tests and assignments
* provide appropriate feedback on work
* encourage and monitor the progress of individual students
* manage student behaviour in the classroom by establishing and enforcing rules and procedures
* maintain discipline in accordance with the rules and disciplinary systems of the school
* apply appropriate disciplinary measures where necessary
* plan and execute educational in-class and outdoor activities and events
* observe and understand students’ behaviour and report suspicions of neglect, abuse etc.
* perform certain pastoral duties including student support, counselling students with academic problems and providing student encouragement

**Other duties**

* keep updated with developments in subject area, teaching resources, methods and curriculum and make relevant changes to instructional plans and activities
* maintain accurate and complete records of students' progress and development
* update all necessary records accurately and completely as required by law, district policies and school regulations
* prepare required reports on students and activities
* assess and record students’ progress and provide grades and feedback
* communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
* collaborate with other teachers, parents and stakeholders and participate in regular meetings
* contribute and participate in extracurricular activities such as social activities, sporting activities and school programs
* help with recruitment of new pupils

**Required Skills**

You will be expected to work independently under the direction of the school Principal, and also to contribute your own ideas. We are looking for someone with:

* Teaching experience in the classroom
* Bachelor/Masters degree and/or general or chosen subject B(Ed) / M(Ed)
* Good verbal and written English communication skills
* Thorough knowledge of teaching best practices, child protection and rights and legal educational guidelines
* Excellent communication and interpersonal skills
* Good rapport with children
* enthusiasm, flexibility and creativity
* Good knowledge of Microsoft Office
* A genuine motivation to work for a grassroots NGO and interest in the work of Snehalaya
* The ability to work independently and as part of a team
* Good organisational skills and commitment
* Strong moral values and discipline
* Initiative