



Job Title: Co-teacher, Pre-primary/Primary class
Location: Lallubhai Compound, Govandi, Mumbai
Employment Type: Full-time
Application Deadline: 15th March 2019

BACKGROUND

Apni Shala Foundation is a young and vibrant organization having its roots in the Tata Institute of Social Sciences. It was started by three TISS alumni in 2013. The organization has been working towards providing the best experiential learning platforms to children with the aim to develop social and emotional skills. Apni Shala's vision is to equip all children with the attitudes and skills they need to bring about positive change in themselves and society.

After its fourth year of operations Apni Shala has launched its own school- Khoj Community School. The school integrates the objective of social emotional learning into the curriculum and thus realize the vision of Apni Shala through a whole-school approach. The three foundational pillars of the school are concept based curriculum, community development and multicultural education. For its first batch of students currently between the age of 4 and 5 years of age, Khoj is looking for a committed and passionate early childhood educator in the role of a Co-Teacher.

JOB PURPOSE

The Khoj Co-Teacher will work along with their co-teacher to plan, design, and execute the curriculum for a class of 26 students. The teacher will be responsible for the smooth running of the class. The teacher will work with their co-teacher to make arrangements before/after school, work with the social worker and helper to follow-up with students and parents or guardians and their families, and also to continually monitor and evaluate the progress of each student in the class. Based on competency and interest, the teacher also gains learning and development opportunities by participating in any other Apni Shala programs.

RESPONSIBILITIES

Lesson planning and implementation

- Plan, design and develop experiences and activities that promote the physical, cognitive, social and emotional development of the children
- Create a safe and caring environment for children that fosters learning

Parent/Guardian engagement

- Meet parents/guardians of children to share progress of the child's learning and development
 - Plan, facilitate and attend all parents/guardians meeting with the co-teacher and social worker
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Assessment

- Continually monitor and evaluate children's performance, behavior, social development, and physical health in coordination with the social worker

Team meetings and management

- Attend all meetings with the school team and organizational level meetings
- Work with volunteers, interns and other staff involved in achievement of the school objectives
- Collaborate with co-teacher, social worker, and helper in the planning of any special events for the school

Administrative responsibilities

- Track and record all inventory with assistance from the helper and admin team at Apni Shala
- Ensure that space and resources in the class are used and maintained effectively

Learning and development

- Participate in performance review and appraisal processes for the team and self
- Attend trainings/capacity building workshops, conferences, seminars to improve and maintain competence on relevant skills and knowledge

REQUIREMENTS

Knowledge, Skills and Attitudes

- Sensitivity towards the needs of the participants
- Ability to work with the age group 3 to 6 years
- Good reading, writing and speaking skills in English and Marathi/Hindi
- Proficiency in use of standard software applications (MS Word, Excel and PowerPoint)
- Comfortable traveling across Mumbai

Core Competencies

- Committed to Apni Shala's vision and values
- Self-motivated and committed to one's own learning and that of others
- Openness to explore new learning, opportunities and situations
- Ability to cooperate and collaborate with team members
- Ability to deal with ambiguity
- Have no judgment of work, physical or mental

Background/Experience:

- An ECC.Ed/B.Ed/D.Ed (preferred) OR A graduate in any discipline with at least one year of teaching experience

Working Condition

- Location: The teacher will work in the Khoj Community School (an Apni Shala initiative) located in 20A, Ekta Housing Society, Hiranandani Akruiti, Lallubhai Compound,
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VACANCY ADVERTISEMENT: APNI SHALA FOUNDATION

Govandi, from Monday to Friday and in the Apni Shala office at 61 C, 1st Floor, Kamgar Nagar, Kurla east on 2 Saturdays in the month

- Timings:
 - Jr. and Sr.Kg: 07.30 am to 02.30 pm
 - Grade 1 and above: 07:30 am to 04:00 pm

HOW TO APPLY

Application Deadline: 15th March, 2019

Send your CV and cover letter by e-mail to sangeeta.zombade@khojschool.org. In your cover letter, do tell us why you desire to join Apni Shala. Also, state your monthly salary expectations as well as your last drawn salary. For more information, please visit: www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala | facebook.com/khojcommunityschool
