



**Job Title:** Curriculum Lead

**Location:** Khoj Community Learning Centre,  
Lallubhai Compound, Govandi, Mumbai

**Employment Type:** Part time, 24 hours a week

**Reporting to:** Director, Khoj Community Learning Centre

## BACKGROUND

Apni Shala Foundation is a young and vibrant organisation having its roots in the Tata Institute of Social Sciences. The organisation has been working towards **building social and emotional (SEL) competencies among individuals to constructively engage with society and have a harmonious coexistence**. Our mission is 3-fold:

- creating promotive and preventive mental health programs in partnership with schools
- offering professional development opportunities to teachers, educators and mental health professionals
- running a research-based school that integrates academic and social and emotional competency development.

Apni Shala's work is informed by Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. The programme creates SEL opportunities for students through a variety of media such as art, mindfulness, story-telling, audio-visuals, team building activities, games and drama.

Within a period of 8 years, Apni Shala has engaged more than 10,500 children in and around Mumbai and built programmes offering social-emotional learning opportunities to children over 40 schools and organisations. Our core programmes are aimed at engaging children, parents and teachers. Apni Shala is funded by institutional grants, individual donations and revenues through workshops.

In 2017, Apni Shala launched its own Learning Centre- Khoj Community Learning Centre with the vision to be a school. The envisioned school integrates the objective of social-emotional learning into the curriculum and thus realizes the vision of Apni Shala through a whole-school approach. The three foundational pillars of the centre are concept-based curriculum, community development and multicultural education.

Apni Shala has grown from a team of 3 in 2013, to an organization of almost 30. We strongly believe that the individual passions of each team member fuel the growth of the organization and give it direction. We take the personal and professional development of our staff very seriously and it forms a major part of our organizational operations.

Apni Shala's mission, vision and values guide our work. Please visit [www.apnishala.org](http://www.apnishala.org) to learn more.

**The Khoj team is looking for a committed and passionate educator in the role of a Curriculum Consultant.**

## **JOB PURPOSE**

The Khoj Curriculum consultant will be responsible for the integration of Social emotional learning in Khoj's curriculum for Kindergarten to Grade 5. They will work towards fully realizing Khoj's constructivist, inquiry-based, concept based curriculum based on the underlying Apni Shala philosophies of Narrative practices, Diversity and Inclusion and Mindfulness. They will work closely with the teachers during unit planning sessions and will support the teachers to successfully implement Khoj's pedagogical approach into the classroom. They will design teacher training for effective curriculum implementation.

## **RESPONSIBILITIES**

### **Student learning and assessment**

- Design the academic curriculum integrated with social emotional learning outcomes based on SEE (Social emotional ethical) learning framework and Apni Shala's School SEL framework and share these with the teachers
- Design the student assessment framework and strategies in relation to curriculum in consultation with the Director, Khoj and other experts or advisory members
- Support the development of teachers, through teacher training, observations, reflections, and in-class demonstrations.

### **Administrative responsibilities**

- Build meaningful relationships with various stakeholders for advancing organisational vision
- Co-plan and execute school-based events with the Khoj/Apni Shala team
- Attend all meetings with the school team and organizational level meetings

### **Self and Peer/Team Development**

- Designs components of the professional development programs related to curriculum
- Actively participate in team meetings and training/capacity-building workshops, conferences, seminars towards professional development
- Participate in performance review and appraisal processes for the team and self

## **CAPABILITIES**

### **Knowledge**

- Knowledge of Constructivist Learning pedagogy, play-based learning and concept-based curriculum
- Extensive knowledge of education theories and practices, and methods of curriculum research, preparation and evaluation
- Knowledge of Social emotional learning frameworks

**Skills**

- Ability to work with the age group 4 to 9 years
- Fluency in reading, writing and speaking in English
- Oral communication skills in Hindi and/or Marathi
- Ability to offer and receive constructive feedback and create plan of action for improvement
- Ability to collaborate and cooperate with team members
- Ability to motivate and inspire students
- Ability to deal with ambiguity and actively seek out to resolve conflicts
- Proficiency in the use of standard software applications (MS word, Excel & Powerpoint, Google drive)

**Attitudes/Mindset**

- Adaptability to new instructional approaches
- Commitment towards one's own social and emotional development
- Sensitivity towards the need of stakeholders
- Committed to Apni Shala's vision & values
- Passionate and accountable for our work with children and communities
- Self-motivated and self-driven.

**Background/Experience**

- Bachelor's degree (Master's degree preferred) in education
- Experience in K-8 curriculum design in concept based curriculum
- Experience of designing or facilitating Social emotional learning based activities with K-8
- Minimum of two years K-8 teaching experience.
- Experience working with a culturally and linguistically diverse student body

**Working Condition**

- Location: The Curriculum lead will primarily work within the premises of Khoj Community School (an Apni Shala initiative) located in 20A, Ekta Housing Society, Hiranandani Akruiti, Lallubhai Compound, 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: The Curriculum consultant will work 24 hours per week

Note: All Apni Shala employees will have a job description that will outline responsibilities, specific duties and delineate lines of reporting. There may be times when an employee is assigned a task that is not spelled out in their job description for e.g. a task that is usually assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Any such additional tasks assigned will be directly related to the role of the employee, and in complete understanding and respect for their ongoing responsibilities, commitment, and contribution to the organization's mission.

**Child Protection and Safety:** Apni Shala Foundation promotes a safe and positive community

and has a special obligation to protect students. All employees are bound by Apni Shala's child protection policy. All team members are responsible for the safety and well-being of every child.

**APPLY NOW: Last Date to apply is 20th April 2021**

Send your resume and cover letter by email to **hr@apnishala.org** and **sangeeta.zombade@khojschool.org**. In your cover letter, do tell us why you would like to work with Apni Shala in the role of Curriculum Lead with Khoj Community Learning Centre. Also, state your monthly salary expectations as well as your last drawn salary.

For more about Apni Shala, please visit Apni Shala online at [www.apnishala.org](http://www.apnishala.org) | [apnishala.wordpress.com](http://apnishala.wordpress.com) | [facebook.com/khojcommunityschool](https://facebook.com/khojcommunityschool)