



POSITION SUMMARY:

Job Title: Class teacher (Primary school)

Location: Limboni Baug Mumbai Public School, Govandi (may require limited travel outside Mumbai)

Employment Type: Full-time, 6 days a week, 10 am to 6 pm (with two-term breaks)

Reporting to: School Lead / Associate Lead, Khoj

ABOUT APNI SHALA

Apni Shala was co-founded in 2013 with a vision “to build social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence”. Our approach to Social Emotional Learning (SEL) is informed by the Collaborative of Academic Social and Emotional Learning Framework(CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. The foundation is funded by grants and donations from individuals and institutions. To know more about our work, watch [The Apni Shala Story](#).

WHAT WE ARE LOOKING FOR

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders.
- Ability to adapt and respond to difficult and uncertain circumstances.
- Spirit of collaboration and trust in working with and supporting a team.
- Inclination and openness to continuous learning, feedback and growth
- Ability to engage with and solve for inequity and exclusion with compassion
- Commitment to one’s own social emotional development and healing
- Ability and willingness to step in for responsibilities above and beyond the assigned role
- Interest in working with government / low-income schools

ROLES AND RESPONSIBILITIES

- **Student Learning**
 - Plan, design and develop experiences and activities that promote the academic, physical, cognitive, social and emotional development of all the students
 - Create a safe and caring environment for students that fosters learning
 - Actively research and enrich facilitation/teaching skills through contemporary educational practices
 - Use varying instructional and pedagogical practices to meet different learning needs
 - Effectively use mediums of art, drama, stories, games, etc. to engage students in learning following the framework provided in the curriculum
 - Establish effective classroom procedures (transitions) and help create an SEL-aligned environment in the classroom/school
 - Clearly articulate learning expectations for students
- **Assessments of Learning and Growth**

- Thoughtfully design and implement inclusive and differentiated facilitation of formative, summative assessments of students development cognitively, socially, emotionally, and physically
- Continually monitor and evaluate Student's performance, behavior, social development, and physical health
- Analyzing students learning growth and strategize differentiated support for learning and development of the students
- **Caregivers engagement**
 - Participate in caregiver meetings with the social worker
 - Plan and facilitate all caregiver-teacher conferences through the year to share the progress of the Student's learning and development
 - Visit homes of students towards building relationships and understanding context of students and families
- **Documentation and reporting**
 - Document all classroom activities by regularly recording attendance, photographs, session proceedings, etc in formats/software provided
 - Create reports on the progress of students you work with
- **Professional and 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
 - Invite and engage volunteers assigned to the class
 - 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
 - Support and participate in continuations of students' learning by substituting across the school as per the need.
 - Planning and making teaching resources as per the plans and the need of the learning experiences for the students
- **Self and Peer/Team Development**
 - Work towards personal and professional development (PD) goals of self and peers by actively participating in organizational PDs and other relevant workshops/courses or reading and researching on relevant themes, co-planning and collective work
 - Facilitate supervision meetings with teaching interns aimed at building a practice of reflection, personal and professional development
 - Participate in supervision meetings facilitated by your supervisor aimed at building a practice of reflection, personal and professional development
 - Participate in review processes for the team and self
 - Participate in practice-based resources (articles, videos, podcasts, etc) are produced by Apni Shala team
- **Organizational development**
 - Participate in resource mobilisation, fundraising, advocacy, communications, culture building and other related activities as guided by the organisation
- **Partnership and Relationship Development with Government Stakeholders**
 - Build healthy relationships with government staff in the school

- Work with the team to ensure government regulations and compliance requirements are met in a timely manner

QUALIFICATIONS, SKILLS AND ABILITIES

- B.Ed/D.Ed or E.CC. ed degree and 2 years of teaching experience in the school setting
- Well developed oral and written communication in English
- Fluent conversational skills in Hindi and/or Marathi
- Familiarity and practice or experience with a variety of art techniques and approaches to teach or facilitate the use of various modalities art, theater, music, stories etc.
- Ability to build and nurture relationships with young learners of 4 to 12 years of age
- Fluency in using Microsoft office, Google Apps (Drive, Docs, Sheets, Slides)
- Flexibility and ability to change as per contextual needs
- Ability to plan and problem solve to make context informed decision in the interest of student wellbeing and learning
- Proficiency in using Zoom, Google meet or other online platforms for facilitating online learning

APPLY NOW

Send your resume and cover letter by email to hr@apnishala.org and vivek.zombade@apnishala.org. Please mention “**Application for Class Teacher (Primary)**” in your subject line. In your cover letter, do tell us why you would like to work with Apni Shala in this role. For more about Apni Shala, please visit www.apnishala.org.