



POSITION SUMMARY:

Job Title: Teacher, Middle School (Maths & Science)

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

Employment Type: Full-time, 6 days a week, 7 am to 3 pm (with two-term breaks)

Reporting to: School Lead / Associate Lead, Khoj

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 articulating learning expectations for students.
- **Assessment**
 - Thoughtfully design and implement inclusive and differentiated facilitation of formative, summative assessments of Student's development cognitively, socially, emotionally, and physically.

- Continually monitor and evaluate Students's performance, behavior, social development, and physical health.
- Analyzing students' learning growth and strategizing differentiated support for learning and development of the students.
- **Caregiver engagement**
 - Participate in caregiver meetings with the social worker.
 - Plan and facilitate all caregiver-teacher conferences throughout the year to share the progress of the child's learning and development.
 - Visit homes of students towards building relationships and understanding the 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 in 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) that are produced by the 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 Degree (with subject focus) and 2 years of teaching experience in a school setting
- Well developed oral and written communication in English
- Fluent conversational skills in Hindi and/or Marathi
- Practice or experience with diverse modalities such as art, movement, project-based learning, etc.
- Ability to build and nurture relationships with young learners of 8 to 14 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 Teacher (write the subject you wish to teach)**” 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.