



## **POSITION SUMMARY:**

**Job Title:** Class teacher (Primary)

**Location:** Based in Mumbai (may require limited travel outside Mumbai)

**Employment Type:** Full-time, 6 days a week, 7 am to 3 pm

**Reporting to:** Director, Khoj

---

## **ABOUT APNI SHALA**

Apni Shala was co-founded in 2013, and has been working since then towards building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence. We are working towards a 3-fold mission:

- 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 approach to Social Emotional Learning (SEL) is informed by Collaborative of Academic Social and Emotional Learning Framework (CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. Over a period of 9 years, Apni Shala has worked with over 8000 young people. Our work is aimed at not just students but also teachers and caregivers in the ecosystem. Apni Shala is funded by institutional grants, individual donations and revenues through workshops. We strongly believe that the individual passions of each team member fuel the growth of the organization and give it direction. Personal and professional development of our staff is therefore important to us at Apni Shala and it forms a major part of every team member's journey with the organization.

## **WHAT ARE WE LOOKING FOR?**

- Deep commitment to work towards wellbeing and SEL of students and other stakeholders in the education system
  - 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

## **ROLES AND RESPONSIBILITIES**

- **Student learning**

- Plan, design and develop experiences and activities that promote the academic, physical, cognitive, social and emotional development of the children
- Create a safe and caring environment for children 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 children 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
- Thoughtfully design and implement assessment of children's development cognitively, socially, emotionally, and physically

- **Caregiver 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 child'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

- **Partnership and Relationship Development with Government Stakeholders**

- Build healthy relationships with government staff in the school
- Coach and support teachers to manage these relationships
- Work with the team to ensure government regulations and compliance requirements are met in a timely manner

- **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

- **Self and Peer/Team Development**

- Work towards personal and professional development (PD) goals by attending organizational PDs and other relevant workshops/courses or reading and researching on relevant themes
- Participate in supervision meetings facilitated by your supervisor aimed at building a practice of reflection, personal and professional development
- Contribute towards the team's development by engaging actively in professional development opportunities, co-planning and collective work

- **Organizational development**

- Participate in resource mobilisation, fundraising, advocacy, communications, culture building and other related activities as guided by the organisation

## **QUALIFICATIONS, SKILLS AND ABILITIES**

- B.Ed/D.Ed or E.CC. ed degree
- Well developed oral and written communication in English
- Fluent conversational skills in Hindi and/or Marathi
- Familiarity and practice or experience with variety of art techniques and approaches to teach or facilitate the use of art
- Well developed oral and written communication in English
- Ability to build and nurture relationships with young learners of 4 to 10 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](mailto:hr@apnishala.org) with a copy to [prasad.apnishala@gmail.com](mailto:prasad.apnishala@gmail.com). Please mention “**Application for the position of Primary class teacher**” 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 Apni Shala online at [www.apnishala.org](http://www.apnishala.org) | [apnishala.wordpress.com](http://apnishala.wordpress.com) | [facebook.com/apnishala](https://facebook.com/apnishala)