



## **POSITION SUMMARY:**

**Job Title:** Teaching intern (Primary)

**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

**Reporting to:** Class teacher

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## **ABOUT APNI SHALA**

Apni Shala was co-founded in 2013, and has been working 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 Social Emotional Learning (SEL) approach is informed by Collaborative of Academic Social and Emotional Learning Framework(CASEL, USA), Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Mindfulness. In the last ten years, Apni Shala has worked with over 11000 students. Our work is aimed at students, teachers, and caregivers in the ecosystem. Apni Shala is funded by grants and donations from individuals and institutions. We strongly believe that each team member's passions fuel the organisation's growth and 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**

- **Lesson planning and implementation**
  - Develop an understanding of the lesson plans on daily lesson plans to ensure delivery of learning in the classrooms
  - Support achievement of student learning goals in collaboration with the class teacher
  - Support facilitation of learning (facilitate differentiated instructions as per the plans and the need of the students, design and develop experiences and activities that promote the physical, cognitive, social and emotional development of the children)
  - Support creation of a safe and caring environment for children that fosters learning
  - Co-plan and execute of the exposure clubs for the students
- **Caregiver engagement**
  - Meet parents/guardians of children to share progress of the child's learning and development
  - Need-based visits to homes of students towards building relationships and understanding context of students and families
- **Assessment**
  - Collaborate with teacher to monitor and evaluate children's performance, behavior, social development, and physical health in coordination with the social worker
  - Support in analyzing students learning growth and strategize differentiated support for learning and development
- **Professional and administrative responsibilities**
  - Collaborate with teacher to Track and record all inventory with assistance from the helper and admin team at Apni Shala
  - Collaborate with teacher to ensure that space and resources in the class are used and maintained effectively
  - Attend all meetings with the school team and organizational level meetings
  - Support in planning and making teaching resources as per the plans and the need of the learning experiences for the students
  - Support and participate in continuations of students' learning by substituting in across the school as per the need.
  - Support in co-planning and execution in school wide events
- **Self and Peer/Team development**
  - Participate in supervision meetings facilitated by your supervisor aimed at building a practice of reflection, personal and professional development
  - Participate in performance review processes for the team and self

- Attend any required trainings/capacity building workshops, conferences, seminars to improve and maintain competence on relevant skills and knowledge
- Attend team meetings with the school team and organizational level meetings as required
- Collaborate with co-teacher, social worker, and helper in the planning of any special events for the school
- **Partnership and Relationship Development with Government Stakeholders**
  - Build healthy relationships with government staff in the school

## **QUALIFICATIONS, SKILLS AND ABILITIES**

- Fresh B.Ed/D.Ed or E.C.C. ed graduates or graduates from any discipline with volunteering/ internships working with students from Primary grades (Candidates pursuing B.Ed/D.Ed or ECCEd will also be eligible)
- 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
- 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)
- 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.teli@apnishala.org](mailto:prasad.teli@apnishala.org). Please mention “**Application for the position of Teaching intern**” 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)