



Job Title: Teacher(Primary grades)

Location: Khoj Community Learning Centre,
Lalubhai Compound, Govandi, Mumbai

Employment Type: Permanent, Full time, 6 days 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 10500 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 to learn more.

For its first batch of students currently between the age of 6 and 10 years of age, Khoj is looking for a committed and passionate educator in the role of a Primary teacher.

JOB PURPOSE

The Khoj Teacher will plan, design, and execute the curriculum for a class of 25-30 students. The teacher will be responsible for the smooth running of the class. The teacher will work to create learning opportunities for the students they work with, collaborate with the social worker and helper to follow-up with students and parents or guardians and their families, and also to continually monitor and evaluate the progress of each student in the class. Based on competency and interest, the teacher will also gain learning and development opportunities by participating in any other Apni Shala programs.

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

Caregivers Engagement

- Participate in parents/guardians meeting 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

Assessment

- Thoughtfully design and implement assessment of children's development cognitively, socially, emotionally, and physically

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

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

- 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
- Attend Contribute towards the team's development by engaging actively in professional development opportunities, co-planning and collective work

CAPABILITIES

Knowledge

- Knowledge of Constructivist Learning approaches, play-based learning and concept-based curriculum
- Knowledge of educational theories, child development concepts, classroom management

Skills

- Ability to work with the age group 6 to 10 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)
- Proficiency in using Zoom, Google meet or other online platforms for facilitating online learning

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

- Diploma in Elementary Education or Bachelors' in Education

Working Condition

- Location: The teacher will primarily work within the premises of Khoj Community Learning Centre (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:
 - o Jr. and Sr. Kg: 08:00am to 02.30 pm
 - o Grade 1 and above: 08:00am to 04:00 pm
 - o Non-instructional (Training/Planning) days: 09:30am to 05:30pm

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 20th April 2021

Send your resume and cover letter by email to prasad.apnishala@gmail.com 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 Co-teacher 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 | apnishala.wordpress.com | facebook.com/khojcommunityschool