



REALITY GIVES

JOB DESCRIPTION - ASSISTANT SCHOOL LEADER

About the Organisation: We strive toward a world where underprivileged communities have equal access to opportunities and resources by providing young people from underprivileged communities in India with high quality education and experiences to help them maximize their potential. Through our unique relationship with our sister organisation Reality Tours and Travel, we are uniquely placed as an NGO to access resources. Every day we are able to connect with socially minded individuals coming through Dharavi, who, upon completion of a tour are often inspired to create change for our communities.

MAJOR RESPONSIBILITIES

Academic Program

- To set ambitious goals for 500 students with their 25 teachers, and building capacity for the same
- To oversee planning and curriculum development for teacher teams and ensure it is done in high quality
- To observe classroom instruction, give feedback and conduct training around effective instruction
- To model effective lessons and instructional strategies (may include teaching occasionally in the class)
- To work with teacher teams to design effective and engaging lesson plans and assessments

School Data and Records

- To oversee the collection and analysis of student data and use it to drive strategy and decision-making
- To ensure documentation and collection of effective plans/other resources from teachers

Building classroom and school culture

- To provide a positive environment in which students are encouraged to be actively engaged in the learning process
- To establish and maintain cooperative working relationships with students, parents, community and school team
- To develop and maintain a comfortable and orderly classroom atmosphere that promotes learning and encourage questions and problem solving
- To help teachers clearly articulate high expectations for students
- To create and maintain an aesthetically positive school environment

Community Engagement

- To design of the parent engagement plan for the year with all teachers for their classrooms
- To ensure timely and regular involvement of parents for holistic education of all students

Professional Development

- To support Education and Programs Director and co-lead high-quality training for the teachers throughout the year that is both skills- and need- based, utilizing a variety of methods
- To monitor and implement training goals of each semester, as decided together with the Education and Programs Director
- To work with the School Leader to address personal development needs of each teacher

Organisational Commitments

- To plan and execute visits of guests and donors to the school
- To support the school leader on various tasks including monitoring and planning budgets, technology use etc.
- To support Education Programs Director and Executive Director when required
- To keep up the reports to be submitted periodically to the management
- To attend events and training at the larger organization level

Qualifications Required

- Minimum 2 Years of Teaching experience in a low-income school
- Bachelor's degree in any field. Master's degree will be bonus, but not required

Salary and logistics

- 30-35K p.m. (with scope for negotiation, based on the experience and qualifications). We value talent and like to invest long-term, for sustainability
- The ASL will be based in Dharavi, and work 8 hours - 5 days a week. The role will also follow school's annual calendar with some extra weeks during summer break, for annual planning.

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1/26 Unique Business Service Centre, Akber House, Nowroji Fardonji Rd., Colaba, Mumbai 400039



(+91) 9820822253



info@realitygives.org



www.realitygives.org