

Job Description

Remedial Teacher for project “Academic excellence through remedial courses and life skills”

BACKGROUND

The Hans Foundation, established in 2009, is a non- for -profit, Public Charitable Trust that that works for the improvement of quality of life for underprivileged communities across India through Health, Education, Livelihood and Disability sector interventions. THF undertakes direct implementation of projects on the ground in addition to providing funding support to not-for-profit organisations in India through its donor – RIST, USA. THF’s Strategic planning focuses on key areas of its work with the aim of addressing the key issues of poverty alleviation, economic inequalities, and 360° impact on the quality of life through social development programs. THF’s programs are majorly implemented in the most rural and under-developed areas in the country. Over the years, THF has expanded its charitable activities in collaboration with State and Central Governments, institutions, corporates, academia and non-government organizations for sustainable interventions to achieve scale and economy. The interventions implemented by the foundation range from grass root level to national level programs.

PROJECT: Academic excellence through remedial courses and life skills

The project would provide remedial courses and life skills programme session to the students studying in class 6th to 12 standards to increase their academic excellence and individual competencies. This approach dramatically improves individual’s chances to reach their full potential and functioning, have better education along with their life skills enhancement to improve their life. The Hans Foundation is creating more such facilities and services in the country to reach the last mile of targeted community while aiming to achieve the goal.

This project would be operated through well-established centre in four villages and will conduct evening classes from 5pm to 8 pm. This will be done through a qualified teacher who will address most of the problems that the child is facing in the school and supports them catch up to the level of his/her peers. The teacher will be trained to use the well-designed manual-curriculum and TLM etc.

Location of Job: Thanagazi block of Alwar district of Rajasthan (Project location)

Head office : Gurugram

Type of Employment: Part time. Contractual for a period of 1-year, renewable basis project requirements

No. of Position: 08 (Mathematics Teacher – 2, Physics Teacher – 2, Chemistry Teacher – 2, English Teacher – 2)

Duties & Responsibilities:

- Identification and Mobilization of the children for remedial classes
- Follow and use the module/curriculum and other materials
- Assess student’s abilities & make teaching plans

- Conduct an assessment that focuses on both the long and short-term needs of the students
- Conduct weekly and month test and know about their performance and take corrective actions
- Conduct period assessment and evaluation
- Keep track and reflect on students' progress and manage classroom crises, resolve conflicts.
- Monitor children's behavioural patterns and arrange appropriate interventions if needed.
- Prepare students for the transition to the next grade
- Conducting Parent and teacher meetings to know about their life
- Focus on the upgradation of their percentage and develop a strong base which helps for academic and competitive classes
- Ensuring the students attend classes on daily basis.
- Get involve in SMCs (School Management Committees) meeting with parents
- Daily reporting and documentation
- Participation in a monthly review meeting
- Entire code of conduct should be in congruent with child rights policy and laws and policy for the protection, safety and overall well-being of the child.

Reporting to: Project Coordinator of THF.

Other Indicative Requirements:

Educational Qualifications	<ul style="list-style-type: none"> • Graduate/Postgraduate in concerned subjects • Minimum B.Ed. degree from regular university
Functional / Technical Skills and Relevant Experience & Other requirements.	<ul style="list-style-type: none"> • 3 to 5 years of relevant teaching experience • Candidates with experience in coaching classes will be preferred • Basic computer skills
Working days and Timings	<ul style="list-style-type: none"> • Monday – Saturday • Timings – As per class timing(evening classes 5pm to 8 pm)
Holidays	<ul style="list-style-type: none"> • Sunday Other Gazetted Leaves (As per the list of THF)
Salary	<ul style="list-style-type: none"> • INR 20,000-25,000 per month (depending on no of the years of experience)

Required Skills & Competences:

- Strong written and verbal communication and capability to relate and interact with students and multicultural teams
- Giving close attention to details and demonstrating ability to handle sensitive or confidential information
- Ability to lead and drive the project with a vision to achieve transformational change
- Have an empathetic & compassionate attitude.
- Sensitive towards the needs of children

- Basic computer skills

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