

## ABOUT SCHOOL

Modern English School (MES) is a co-educational school established in 1984. It is affiliated to the CBSE (affiliation No. 230058), New Delhi. MES Trust Board manages the school. At present, it has classes from I to XII. Its pre-primary wing is called Modern Academy – a separately run entity by Modern English School Trust Board. Modern Academy has classes from Nursery to KG-II and has 300 students.

Modern English School has 1500 students and 64 teachers with a teacher-student ratio of 1:23. This school has consistently produced good academic results in both classes X and XII. All the three streams i.e. Arts, Science and Commerce are included in the Senior Secondary classes.

Its financial position is good and follows the norms of the CBSE about the pay and allowances of teachers and other employees and facilities provided to the students.

For more information kindly visit the website:

[www.mhs.ac.in](http://www.mhs.ac.in)

## JOB DESCRIPTION

<b>School: Modern English School</b>	<b>Location: Kahilipara, Guwahati, Assam</b>
<b>Job title: Post Graduate Teacher of the concerned subject</b>	<b>Salary: ₹39675 /- per month</b>

The responsibilities of the post are to be performed by the provisions of the most up to date edition of the School Teachers' Pay and Conditions document and within the range of teachers' duties set out in that document.

<b>Job Purpose</b>
<ul style="list-style-type: none"><li>• To be able to work as a teacher and a team player in the department of the school</li><li>• Will need to challenge the following regarding teaching and learning the concerned subject – accepted models of teaching, purposes of teaching and learning, accepted understanding about achievements, standards and assessments.</li><li>• Will need to inculcate within the department the nature, dynamics and purpose of teaching the concerned subject in school.</li><li>• To be responsible for day-to-day work and management of the department and students' learning and achievements in the concerned subject.</li></ul>

- To be responsible for the safety and welfare of the pupils, during on-site and off-site activities.
- To promote the aims and objectives of the school and maintain its philosophy of education.

#### **Main duties and responsibilities**

- Leading self on the following basic, though frequently contested in our social context, areas of academic engagement:
  - a. Learning – to understand learners’ development.
  - b. Planning – how to implement.
  - c. Teaching – developing strategies.
  - d. Assessing –to be clear about how and why we assess.
- To plan and prepare lessons, modules, activities, which will make the students **want** to learn the concerned subject.
- To be able to take classes in all the age groups of the school.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children’s learning.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils’ learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, and methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children’s education – academic, social and emotional.
- To liaise with outside agencies when appropriate e.g. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Principal in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.

- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognize health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and any school-specific procedures/rules that apply to this role.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

#### PERSON SPECIFICATION

<b>School: Modern English School</b>	<b>Location: Kahilipara, Guwahati, Assam</b>
<b>Job Title: Post Graduate teacher</b>	<b>Salary: ₹ 39675/- per month</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A Post-Graduate degree in the concerned subject.</li> <li>• Qualified teacher status (such as B. Ed) or 3 years of teaching experience in higher secondary or above classes.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of in-service professional development</li> <li>• Evidence of leadership abilities</li> </ul>
<b>Knowledge</b> (Knowledge, abilities, skills, experience)	<p>A thorough up to date knowledge of the range of teaching, learning, assessment, planning, and behavioural management strategies and how to implement them effectively.</p> <p>A thorough understanding of the national curriculum and a range of assessment requirements and arrangements.</p> <p>Knowledge and understanding of the</p>	<p>Thorough knowledge and understanding of the National Curriculum 2005, and National Strategies for Literacy and Numeracy</p> <p>Knowledge and understanding of the potential of computer technology to enhance the curriculum.</p> <p>Know how to use local, national, and international statistics to evaluate the effectiveness of teaching.</p>

		<p>implications of equal opportunities, multicultural education and inclusion.</p> <p>Knowledge of legal requirements, national policy and guidance on the safeguarding of children.</p>	
<b>Skills and Abilities</b>		<p>Ability to lead a team of students</p> <p>Ability to prepare and plan effectively.</p> <p>Good organisational skills</p> <p>Ability to prioritise and manage time effectively.</p> <p>Ability to work as part of a team</p>	
<b>Work-related Requirements</b>	<b>Personal</b>	<p>Suitability to work with children.</p>	