



Aspire. Achieve. Be the Change



The Akanksha Foundation is a non-profit organization with a mission to provide children from low-income communities with a high-quality education, enabling them to maximize their potential and transform their lives. Akanksha works primarily in the field of education, addressing formal education by initiating school reform through its School Project. Currently, Akanksha reaches out to the 8000 children through its 21 schools in Mumbai and Pune.

Position: Assistant School Leader

Function/Team: Akanksha School

Location: Mumbai/Pune

Compensation: Based on skill sets, experience and sector standards

Position Summary: As the Assistant School Leader, you will assist the School Leader in ensuring that high standards of excellence are maintained in the school. Your primary responsibility will be to oversee the operations and smooth management and administration of the school to ensure that the School Leader is able to focus on maintaining a high quality of learning for each student.

Reports to: School Leader

Overview of the Team: The Akanksha Schools aim to be high-quality schools serving children from low-income communities in Mumbai and Pune. These schools work in partnership with local municipalities, with the vision of creating small clusters of model schools in these cities that can be used to impact the mainstream education system. The School Team comprises teachers, social workers, school administrator and helpers led by the School Leader.

What your role will entail

- Managing the operations and logistics of the school, including but not limited to the execution of all systems, processes and data requirements/analysis related to HR, Finance, Data, Government-related and Administration
- Being the main liaison for all Akanksha Central Team support/administrative functions
- Supporting the planning and curriculum development for teacher teams as needed

- Modelling effective instruction by co-teaching daily and/or teaching one's own class
- Observing classroom instruction and giving feedback for relevant grades/subjects of expertise and discussing relevant training plans with the School Leader
- Ensuring documentation and collection of effective plans/other resources from teachers
- Leading the recruitment of appropriate number of students each year from target communities
- Designing and executing the parent engagement plan for the year
- Ensuring student attendance through the year in order to minimize dropout rate for students
- Maintaining positive relationships with school-based government officials
- Ensuring that schools fulfill municipality requirements/regulations
- Assisting the School Leader in executing the performance management system for all school-based staff
- Ensuring that the school budget is adhered to and providing ongoing analysis on trends to the School Leader
- Ensuring that the social worker is able to develop the team of helpers in each school

What you need for this Position

Experience

- 5-7 years of teaching experience.
- Prior supervisory experience preferred
- Experience in the development sector is an added advantage

Knowledge/Skills/Abilities

- Excellent written and verbal communication skills
- Fluency in English Language
- Knowledge of Hindi and Marathi language will be preferred
- Familiarity with contemporary issues in Indian education
- Organizational and time management skills
- Highly motivated, persevering, achievement-oriented attitude
- Strong interpersonal skills and flexibility in planning and working with a team

Education

- Bachelor's degree with relevant qualification in the field of Education