



**Aspire. Achieve. Be the Chang**



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 9300 children through its 21 schools in Mumbai and Pune.

**Position:** Pre-Primary Coordinator

**Function/Team:** Akanksha School

**Location:** Navi Mumbai

**Compensation:** Based on skill sets, experience and sector standards.

**Position Summary:** As an Akanksha Pre- Primary Coordinator, you will oversee all instructional, operational, enrichment and community initiatives at the school. You will ensure that high standards of excellence are maintained in the pre-primary section by building a motivated, skilled team of teachers, developing a strong academic program, engaging families in their child's education and creating a positive, achievement-oriented school culture to facilitate holistic education that is inclusive of building 21st-century skills.

**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.

NMMC School follows the CBSE curriculum from grades Nursery to III with close to 740 students in school for the year 2020-21. The school is a growing model which will reach its full capacity - Nursery to Xth in the next 7 years. The School team comprises school principal, teachers, coordinators, subject leads, social workers, counsellors, administrative staff and helpers led by the School Leader.

**What your role will entail:**

- Setting a strong culture conducive to high-quality work and well-being of all stakeholders.
- Assisting School principal in all areas of school development.
- Setting ambitious skill-based goals, along with teachers, for students' academic achievement in the pre-primary section.
- Setting ambitious goals to develop soft skills in children that address their social and emotional development.

- Structuring, planning and executing cohesive professional development opportunities for teachers which is inclusive of all three areas of school development- academic achievement, youth development and community engagement.
- Modelling effective lessons and instructional strategies.
- Overseeing collection and analysis of students data to drive school initiatives.
- Ensuring documentation and collection of effective plans/other resources from teachers.
- Overseeing the design of the parent engagement plan for the year.
- Setting appropriate standards and benchmarks in curriculum areas and analysing, preparing and presenting data to demonstrate achievement of the cohort's test and tasks and learning.
- Working with the social worker to ensure opportunities for parent engagement with the school community and SMC meetings.
- Maintain positive relationships with school-based government officials.
- Creating a safe environment for students, teachers and parents.

### **What you need for this Position:**

#### **Experience:**

- 2-5 years of teaching experience in pre-primary/primary school.
- Experience in school leadership (preferred).
- Experience training teachers (theory, classroom application and feedback).
- Experience in developing and documenting curriculum.
- Experience in handling a team of 10 teachers

#### **Knowledge/Skills:**

- Strong understanding of pedagogical practices.
- Ability to set and drive the School vision.
- Ability to assign tasks, manage and build rapport with school staff and team.
- Organizational and time management skills.
- Highly motivated, persevering, problem-solving and achievement-orientation attitude.
- Strong interpersonal skills.
- Flexibility in planning and working with a team.
- Fluency in English, Hindi and Marathi.

#### **Education:**

- Bachelor's/Postgraduate degree.
- DECE or ECCED compulsory.
- Additional degree- Bachelor/Masters in Education will be preferred.