

**Job Description: Educator, Primary Grade**  
**Hamari Shala Program, Ashraya**  
**Location: Pune**



**Our Vision:**

Improving the lives and shaping the futures of vulnerable children in Pune, India by advancing educational opportunities, nurturing holistic development and building healthy, empowered communities.

**I. Background:**

Ashraya's integrated 4-program model is designed to meet immediate, individual-level needs while also providing scope for long-term growth and community development. We work with two of the poorest, most uniquely marginalized communities in Pune and aspire to help transform these communities from the ground up within a single generation. Since 2005, AIC has enrolled and supported the education of hundreds of out-of-school children from the streets and slums.

**II. Position Summary:**

Hamari shala program is a schooling program under NIOS board. At Ashraya we apply experiential learning and project-based learning methods to the children.

This is a full time position. The Educator is expected to work with the Education program director, and together be responsible for the daily running and management of the given class, including lesson planning, activities and festivals celebrations and implementation, documentation and working closely with the parents and community members. The program aims to facilitate students' learning through the holistic development of a child. As an educator you are expected to contribute to the effective and efficient management of HSP program at AIC, Promote a school culture that is happy, purposeful and productive Support and motivate children and team members

**III. Key Duties and Responsibilities:**

- Educator to take the responsibility of bridging the learning gap (which could range from 2-4 years) of primary grade students.
- Educator to build a goal for their class and for their student success.
- Developing students' interests, abilities and coordination using a variety of teaching strategies.
- Preparing daily and long-term lesson plans according to the Ashraya HSP curriculum guidelines.
- Teaching a full range of subject areas assigned.
- Registering and monitoring the attendance of students and alerting the authorities regarding long absenteeism
- Teachers to work with counsellors & remedial teachers (Ashraya's staff), if any student requires additional support.
- Assigning work, correcting and marking work carried out by students
- Maintaining productive working habits and discipline in the classroom.
- Supervising students throughout the day, both in the classroom and outside during breaks.
- Conducting Basti visits and updating the student portfolios.
- Attending open days and PTA meetings at Ashraya to discuss each child's progress.
- Attending staff meetings, training and professional development sessions.
- Assessing and evaluating students' educational progress and abilities.
- Setting and conducting testing.
- Discussing students' progress with parents and guardians, administrators and other professionals as necessary.
- Organizing, attending and supervising activities such as camps, excursions and events.
- Ensuring timely completion of Bi-annual reports and creative samples.
- Helping the organization in various events

**IV. Desired Candidate Profile**

- Full fluency in English and Hindi - written and oral (required)
- Graduation, B.Ed and Masters preferred
- Experience in a relevant field and a minimum of 2 years work experience in a similar role.
- Experience in working with a non-profit is preferred.
- Computer literacy, awareness of internet resources
- Creative ways of teaching and experience in experiential learning
- Taking active part in professional development opportunities
- Excellent communication and active listening skills

Please send your CV to [parinaz@ashrayainitiative.org](mailto:parinaz@ashrayainitiative.org). Mention **Application for "Educator, Primary Grade, Hamari Shala Program"** Ashraya Initiative for Children in the email subject.