



Zindagi Trust

We're Hiring!

Zindagi Trust is looking for full-time **Subject In-charges** for SMB Fatima Jinnah Government Girls Secondary School in Karachi. The candidate should be enterprising, action-oriented, and passionate about education reform and have experience in teacher development.

Read the full job description below:

Job Title: Subject In-charges of **English, Math, Science & Urdu**, SMB Fatima Jinnah Government Girls Secondary School.

Context: SMB Fatima Jinnah Govt. Girls Secondary School has been adopted by the Zindagi Trust in 2007. Significant academic and administrative changes have been made since the adoption to make the school a model school in the area. We are now looking for the subject specialists to strengthen our academic base further and to ensure comprehensive learning and the simultaneous progress of the students in Cognitive, Affective and the Psychomotor skills of the students.

Purpose & Scope: The successful candidate will primarily be responsible for enhancing the capacity and performance of the teachers in the relevant subject area. She will develop, implement, monitor and evaluate the policies, schemes of work and practices, which promote high achievement, effective teaching and learning in the relevant subject area.

Major Responsibilities:

1. Organizes and develops the subject area's scope and sequence, and its effective impact on teaching and learning in the classroom
 1. Assists the PD Head in the evaluation of textbooks, learning materials, resources, audio-visual aids etc. for the subject area.
 2. Guides teachers to develop scheme of studies for their respective grades and reviews them accordingly.
 3. Guides teachers in choosing appropriate teaching tools and developing teaching resources.
2. Provides on-going training and support to teachers and facilitate them in performing as effective teachers in classrooms and in the wider school environment
 1. Builds authentic relationships to connect with each teacher's style, strengths, and areas of growth.
 2. Undertakes frequent and regular classroom observation and supervision to assess the implementation of the new strategies in subject area.
 3. Reviews/ checks lesson plans of subject teachers on weekly basis for continuous follow- up and development in the subject area.

4. Trains teachers to prepare monthly/ weekly lesson plans in line with the scheme of studies.
 5. Review teachers' checking by re-checking exercise books and assessment papers.
 6. In consultation with management, initiates in-service training programs for the faculty in his/her field on areas related to classroom/ subject management.
3. Develops institutional knowledge of best teaching and training practices through frequent documentation.
 1. Decides on attainment targets to overview child's progression between year groups.
 2. Guides subject teachers about the appropriate recording, reporting of child's achievement. Also uses this information to assist in setting targets for future improvement so that there is good progression between year groups.
 3. Evaluates the teaching of subject across the school and use this analysis to report the management about effective practices, areas for improvement and future action plan.

Other responsibilities:

1. Attends school events, meetings and presentations.
2. Undertakes any task which may reasonably be expected by the senior management and is commensurate with his/ her role in the team.
3. Remain updated about developments in the subject in terms of statutory requirements and the range of good practices available.

Required knowledge, skills, and abilities:

- Teaching expertise in the relevant subject.
- Strong collaboration skills, preferably with experience in cross-team coordination and facilitation of workgroups.
- Ability to communicate with staff having diverse skills, mindsets and expectations.
- Ability to work independently, analyze and solve problems in complex, unstructured systems and create action plans.
- Ability to analyze academic data; format, visualize and present it effectively through software.
- Belief in the ability of all students to achieve excellent academic and non-academic outcomes regardless of their socioeconomic background.
- Commitment to excellence and strong work ethic.

Education, Training & Experience:

- Masters Degree, preferably in education or the subject area, from an accredited educational institution
- Training and/or experience in staff development and instructional design

To apply, please write to us about why you are the right fit for the job and send your CV at

shahnaz@zindagitrust.org