



Zindagi Trust

We're Hiring!

Zindagi Trust is looking for a full-time **Kindergarten In-charge** for our second project of government school reform at the Khatoon-e-Pakistan Government Girls School in **Karachi**. The candidate should be enterprising, action-oriented, and passionate about education reform and have experience in kindergarten curriculum and teacher development. **Read the full job description below:**

Job Title: Kindergarten In-charge, Khatoon-e-Pakistan Government Girls School

Context: The Government of Sindh transferred the management of Khatoon-e-Pakistan Government Girls School to Zindagi Trust in 2015. Under the leadership of the Project Manager, we are on our way to transforming the school into a student-centric, modern, creative school at par with any private school in the city. Other than the Project Manager, a core team of administrative and academic staff has been placed at the school by the trust to work closely with the government staff. A department of Professional Development (PD) is being instituted to work closely with teaching staff for their development and capacity building.

Purpose & Scope: The successful candidate will primarily be responsible for enhancing the capacity and performance of the kindergarten teachers. She will develop, implement, monitor and evaluate the policies, syllabus, training sessions, and a system of examination, which promote high achievement, effective teaching and learning in the subject area.

Major Responsibilities:

1. Organizes and develops the scope and sequence, and its effective impact on teaching and learning in the classroom
 1. Assists the PD Head in the evaluation of learning materials, resources, audio-visual aids etc. for the subject area.
 2. Guides teachers to develop their monthly breakdown of the syllabus 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 interpersonal 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 the management, initiates training programs for the teachers related to classroom/ subject management.
3. Establishes a thorough student and teacher evaluation system through frequent documentation:
 1. Decides on achievement targets to overview child's progression between year groups.
 2. Guides kindergarten 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 practices, recognizes the areas for improvement and decides the 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. Remains updated about developments in the Early Childhood Development system in terms of statutory requirements and the range of good practices available.

Required knowledge, skills and abilities:

- Teaching expertise in Kindergarten.
- 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.
- 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.
- Preferably comfortable with the use of computers and Microsoft Office.

Education, Training & Experience:

- Montessori Diploma, from an accredited Montessori Training Institute.
- Training and/or experience in kindergarten staff development and instructional design
- To apply, please write to us about why you are the right fit for the job and send us your CV at anum.azam91@hotmail.com and copy info@zindagitrust.org.