



Assistant School Leader at iTeach Schools

Overview

iTeach Schools is a fast-growing network of transformational schools focused on providing a free, foundational, and excellent education to secondary students. Founded in 2015, we now operate eight schools from Grades VIII to X across Pune, in collaboration with Pune Municipal Corporation and one school in Delhi. ([Read about our 5 year Journey here!](#))

Our students hail from Pune's most under-resourced households. The secondary grades are the last laps of intervention for our students, and probably the only real chance we have left to level the playing field between them and their high-income peers.

Currently, in our sixth year, we serve 1600 students and 900 student alumni through a strong team of nearly 170 staff members. In the academic year 2020-2021, we are looking for exceptional sector leaders to be associated with our schools, and eventually expand our school network!

Role Summary

The School Leader and the Assistant School Leader (ASL) are together responsible for the entire functioning of the school (typically an iTeach School has 250 students and 20 full-time staff members) and delivering on the promise made to students to put them on a different life path. The role involves designing and executing all the initiatives required in the school to build an excellent pedagogy, sustain a nurturing culture, manage a high performing and healthy team, and run efficient and smooth operations. This is a senior level role (involving managing between ten to twelve staff members) and requires excellent pedagogy, and demonstrated team leadership and management experience.

Responsibilities

A. Coaching & Managing a team of teachers (60% focus)

- Lead a team of ten to twelve staff members (performance management, coaching, career guidance).
- Set ambitious goals with your staff members, develop their professional development plans, and set them up for success in realizing their visions.
- Coach your team towards historic outcomes - we employ a hands on coaching model (about 2 hours per teacher per week of coaching) - by supporting them through planning, execution and reflection.
- With the School Leader, co-create the overall culture and strategy of the school, in line with the vision.



B. Project Management (30% focus)

- Design and execute various projects for the school's program (these could be for holistic development of students, initiatives for parent and community involvement, or for innovation in school practices).
- Measure outcomes and work on continuously improving the design and implementation.
- Document and share the project plans and learnings to enable other schools to replicate.
- Manage a variety of external stakeholders such as government officials, local leadership, donors, program partners, parents of students, and so on.

C. School Network Development (10% focus)

- As the expert in two to three content areas, document and spread your impact across most teachers of those content areas in the network, and wider ecosystem.
- Make your impact sustainable by contributing your work to the Curriculum Team.
- Conceptualize, design and coordinate the assessments and pedagogy across our network of schools.

Experience & Competencies

- Required: Bachelor's degree in any content area with strong performance.
- Required: 2+ years of exceptional performance as a teacher.
- Required: Overall 6+ years of work experience, with demonstrated team leadership and management
- Advanced proficiency in all aspects of teaching.
- Talent and skills in coaching and managing adults (ability to balance empathy and high expectations).
- Ability to analyze problems from first principles and design sustainable solutions.
- An entrepreneurial mindset, incredibly strong work ethic, willing to learn and critical reflection.