



## Human Resources Manager 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!

### Responsibilities

iTeach's founding belief is "first who, then what" - which means that we put all our bets on our people - making this role vastly important to the organization and the students' success. If our people have a fantastic experience each day, each year, we will get to our ambitious vision of levelling the playing field for all children. The HR manager will work closely with the CEO and COO to own this vertical end to end, with a three pronged approach - staffing key senior level positions, designing all organization initiatives to create a fantastic staff member experience, and owning the policies, processes and systems to ensure smooth and productive functioning of the organization.

#### A. People Experience

- Design and execute (with help from HR Associate and other staff) org initiatives to ensure an empowering experience for all staff.
- This involves initiatives for welcoming people, keeping inspiration high, communicating to staff, listening to staff, performance management, celebration, staff development, grievance redressal, collaboration and other such areas.
- Measure staff engagement using tools such as Great Place to Work, and Gallup Q12.
- Work closely with managers to grow their HR perspectives and help them be world-class managers.



### **B. Policies, systems and processes**

- Refine existing HR, POSH, Child Protection and other related policies, to keep them 100% applicable, relevant, contextual and up to date.
- Review and improve tools used for HR functions (leave tracking, punctuality, payroll, etc) to have a great user experience, reviewer ease as well as powerful analytics.
- Study trends across the teams and recommend shifts in policies and systems.

### **C. Staffing key senior level roles**

- Co-create role descriptions for senior level roles keeping in mind medium and long term org design.
- Run the outreach and recruitment processes for staffing these roles.
- Coordinate the selection and interviewing processes for these roles.

### **Experience and Competencies:**

- Required: Bachelor's degree with strong performance
- Required: 6+ years of work experience over all, with 3+ years in HR
- Required: Experience managing a team
- Preferred: Experience in a school system / education organization
- Ability to drive consensus, find win-wins and work through people related problems
- A clear talent mindset - deep understanding of the role talent plays in the success of an org
- Design, execution and reflection expertise in initiatives involving 200 staff members
- Ability to learn from existing models and innovate contextually
- Demonstrates an incredibly strong work ethic, willingness to learn and critical reflection