iTEACH
SCHOOLS

Recruitment 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

The Recruitment & Selection Manager has one singularly important goal – to create the best team that education in India has ever seen. This team then will enable our students to achieve dramatically different outcomes than were thought possible so far, for children from low income communities! S/he must own this vertical end to end – including strategy, outreach, recruitment, selection and matriculation. 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.

Strategy:

- Evolve a three to five year strategy for recruitment and selection, including research into sourcing of high quality talent, projecting our needs accurately, and designing innovative strategies
- Develop an annual implementation plan for this strategy, including any budget requirements
- Ensure collaboration between this team and others to ensure active participation from all staff

Outreach:

- Work closely with the Communications team to ensure iTeach is known as a values driven, outcome-oriented and culture-focussed organization

- Ensure that iTeach Schools is an aspirational employer for people from the best colleges in the city, reputed B.Ed colleges, Fellows from multiple Fellowships and leaders across various sectors
- Design strategies to start building the above across major cities in India

Recruitment:

- Own the complete recruitment cycle including identifying key talent pools, building partnerships and managing the candidates' application process
- Manage external relationships and partnerships with colleges, Fellowships, etc to create win-wins and ensure iTeach is their most valued employer
- Leverage our internal resources (teachers, lead teachers, school leaders, etc) to contribute to this goal in the most time-efficient, yet high-impact way
- Identify promising online portals and manage the recruitment process for these applicants

Selection:

- Design accurate and 'easy to norm on' selection rubrics with the leadership team
- Design and run selection training for every staff member involved in selection
- Own the operations and logistics of the selection process
- Design systems to manage selection data, to refine the selection model and criteria every year
- Monitor the probation of new employees and learn from their performance to feed it back into the selection model

Matriculation:

- Work with the HR team to ensure all offers are rolled out on time and track the acceptance of offers
- Design systems and processes to ensure all accepted candidates join feeling well informed, confident and welcomed

Experience and Competencies:

- Required: Bachelor's degree with strong performance
- Required: 5 years of work experience over all, with 3 years in recruitment and HR
- Required: Experience managing a team
- Preferred: Experience in a school system / education organization
- An entrepreneurial mindset – eager to create systems rather than follow them
- Exceptionally strong at operations involving multiple diverse stakeholders
- Excellent written and verbal communication skills
- Ability to learn from existing models and innovate contextually
- Demonstrates an incredibly strong work ethic, willingness to learn and critical reflection