

JOB VACANCY: ROLES & RESPONSIBILITIES

Principal

Role Overview:

The Principal will provide strategic leadership, ensure academic excellence, and oversee the overall administration of the school in alignment with ICSE norms.

Key Responsibilities:

- Lead and manage the academic and administrative functions of the school
- Ensure compliance with ICSE guidelines and policies
- Supervise curriculum planning, implementation, and assessment
- Mentor and evaluate teaching staff
- Promote a culture of discipline, innovation, and holistic development
- Build strong relationships with parents, staff, and stakeholders

Qualifications:

- Postgraduate degree with B.Ed./M.Ed.

Experience Required:

- Minimum **10–15 years of teaching experience**, with at least **5 years in a leadership role (Vice Principal/ Principal)**

Nursery Teachers

Role Overview:

To create a nurturing and engaging learning environment for early learners.

Key Responsibilities:

- Plan and implement age-appropriate activities
- Foster social, emotional, and cognitive development
- Use play-way and activity-based teaching methods
- Maintain classroom discipline and safety
- Communicate regularly with parents

Qualifications:

- Diploma/Certification in Early Childhood Education (Montessori/NTT)
- Graduate with B.Ed.

Experience Required:

- Minimum **3–5 years of experience** in pre-primary/early childhood education

Primary Teachers (Grades 1–5)

Role Overview:

To deliver foundational education across subjects with a focus on conceptual clarity and skill development.

Key Responsibilities:

- Teach core subjects as per ICSE curriculum
- Develop engaging lesson plans and teaching aids
- Assess student progress and provide feedback
- Encourage interactive and experiential learning
- Maintain student records and classroom discipline

Qualifications:

- Graduate with B.Ed.

Experience Required:

- Minimum **2–5 years of teaching experience**, preferably in ICSE/CBSE schools

French Teacher

Role Overview:

To teach French language effectively and promote linguistic proficiency.

Key Responsibilities:

- Teach reading, writing, listening, and speaking skills
- Prepare students for ICSE examinations
- Use interactive and communicative teaching methods
- Conduct assessments and track student progress

Qualifications:

- Bachelor's/Master's degree in French or DELF certification
- B.Ed. preferred

Experience Required:

- Minimum **2–4 years of experience** in teaching French at school level

Tamil Teacher

Role Overview:

To teach Tamil language with emphasis on grammar, literature, and communication skills.

Key Responsibilities:

- Deliver structured lessons as per curriculum
- Develop reading and writing proficiency
- Encourage appreciation of literature and culture
- Conduct regular assessments

Qualifications:

- Bachelor's/Master's degree in Tamil
- B.Ed. preferred

Experience Required:

- Minimum **3–5 years of teaching experience**

Hindi Teacher

Role Overview:

To teach Hindi language focusing on comprehension, grammar, and expression.

Key Responsibilities:

- Teach language skills effectively
- Prepare lesson plans aligned with ICSE syllabus
- Conduct assessments and remedial sessions
- Encourage spoken and written proficiency

Qualifications:

- Bachelor's/Master's degree in Hindi
- B.Ed. preferred

Experience Required:

- Minimum **3–5 years of teaching experience**, preferably in ICSE schools

Physics Teacher (Middle & High School)

Role Overview:

To teach Physics concepts to middle school students (Grades 6–8) in an engaging and practical manner.

Key Responsibilities:

- Deliver conceptual and application-based lessons

- Conduct experiments and demonstrations
- Prepare students for higher-level science learning
- Assess and monitor academic progress

Qualifications:

- Bachelor's/Master's degree in Physics
- B.Ed. mandatory

Experience Required:

- Minimum **3–5 years of teaching experience** at middle & high school level

Physical Education Teacher (PET)

Role Overview:

To promote physical fitness, sportsmanship, and overall well-being among students.

Key Responsibilities:

- Conduct physical education classes and training sessions
- Organize sports events and competitions
- Ensure student safety during activities
- Encourage participation in sports and fitness programs

Qualifications:

- B.P.Ed./M.P.Ed.

Experience Required:

- Minimum **3–5 years of experience** in school physical education/sports programs

General Requirements for All Positions:

- Strong communication and interpersonal skills
- Passion for teaching and student development
- Familiarity with ICSE curriculum and pedagogy
- Ability to integrate technology in teaching