JOB DESCRIPTION

"Shape young minds, while shaping your own career."

1. JOB TITLE

Trained Graduate Teacher (Grades VI to VIII)

2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: Principal / Academic Coordinator / Head of Department

3. JOB LOCATION / POSITION TYPE

Sohna /Fulltime

4. JOB PURPOSE / SUMMARY

The Teacher is responsible for planning, delivering, and transacting engaging and effective lessons in line with the school's curriculum and philosophy. Thus, the teacher must work towards empowering the conceptual knowledge and the appreciation-oriented competency of the students, so that they excel in board and competitive exams. The role requires nurturing students' intellectual, emotional, and social growth while fostering a positive and inclusive learning environment.

5. ABOUT THE ORGANISATION:

Organization Culture: At GD Goenka Flagship School, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best. Guided by our THRIVE values (Trust, Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances Flagship professional standards with a deep sense of belonging and care.

Collaboration, continuous learning, and recognition of contributions are central to our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka's organizational culture is not just about building great careers, but about shaping meaningful lives.

Vision: Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

Mission: We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence.

Value:



Team Centric – We believe in the power of collaboration and shared success, where every achievement is a collective milestone. By fostering mutual support and a spirit of teamwork, we ensure that progress is a unified effort, strengthening our community and amplifying impact.

Harmonious – We remain adaptable yet grounded, creating an environment where diverse perspectives coexist in synergy. While embracing change, we stay true to our core values and heritage, ensuring that progress is achieved with integrity, balance and respect for our roots.

Resilient – Challenges are opportunities to grow. We persevere with agility, adaptability, and an indomitable spirit, turning setbacks into steppingstones towards our vision. With a mindset of continuous learning and improvement, we move forward with confidence & purpose.

Innovative – We boldly reimagine possibilities, pushing the boundaries of creativity and progress. By fostering a culture of curiosity and forward- thinking solutions, we shape the future, ensuring that we remain at the forefront of transformational change.

Versatile - We evolve with the times while staying true to our essence. Our ability to adapt and integrate new ideas without losing our identity empowers us to

succeed in an ever-changing world. By balancing tradition with innovation, we remain relevant, dynamic, and impactful.

Empathetic - Integrity, respect, and inclusivity define our approach. We create a culture of trust and transparency, treating everyone with dignity and compassion. By fostering an environment where every individual feels valued and heard, we enable collective success and shared growth.

6. KEY RESPONSIBILITIES

The responsibility of the Teacher would include, but are not limited to –

-Academic Responsibilities:

- Plan and deliver engaging lessons as per the CBSE curriculum.
- Prepare students for school exams, board examinations, and academic competitions
- Integrate education with other co-curricular activities to foster analytical thinking and curiosity.
- Assess students' academic progress and provide constructive feedback.
- Maintain discipline, enthusiasm, and a scientific learning environment in the classroom.
- Collaborate with other faculty members for academic projects, exhibitions, and school events.

-Administrative Responsibilities:

- Ensure compliance with school policies, child protection, and safeguarding regulations.
- Continuously engage in professional development to stay updated with educational trends.
- Participate actively in staff meetings, training programs, and school events.

-Community Engagement Responsibilities:

- Maintain discipline and a positive classroom environment conducive to

learning.

- Promote values of respect, responsibility, and inclusivity.
- Identify and support students with special learning needs, collaborating with the SEN team where required.
- Serve as a mentor and role model, supporting students' personal, emotional, and social development.
- Monitor well-being, attendance, and behavior of students, identifying concerns early.
- Provide guidance and support to students facing academic or personal challenges.
- Foster a safe, inclusive, and respectful classroom culture where all students feel valued.
- Encourage positive behavior and attitudes through reinforcement of school values.
- Work collaboratively with colleagues, subject coordinators, and the academic leadership team.
- Communicate effectively with parents/guardians about student progress and concerns.
- Engage with parents/guardians to share concerns and collaborate on student well-being.
- Participate in school assemblies, events, and extracurricular activities that contribute to student welfare and community building.

7. QUALIFICATIONS / EXPERIENCE

- Master's degree (in the subject concerned) from a recognized institution
- Teaching Degree (B.Ed.) is mandatory
- C.TET qualified will be an added advantage
- Proven experience as a TGT for 5 years or more
- Strong subject knowledge and passion for teaching
- Excellent communication, interpersonal, and organizational skills
- Ability to inspire, motivate, and engage students
- Commitment to continuous learning and professional growth

8. COMPETENCIES / SKILLS

- Excellent command over subject concepts and the CBSE curriculum.
- Instructional Excellence – Ability to design engaging, effective lessons to improve the subject oriented competencies of the students
- Student-Centered Approach – Focus on holistic student development.
- Adaptability – Flexible in adopting new teaching strategies and technologies.
- Collaboration – Works effectively with colleagues and parents.
- Integrity & Ethics – Upholds school values and professional standards

9. GENERAL REQUIREMENTS

- The elements contained in this job description are subject to amendment as the needs of the school change.
- Any other duties that go naturally, customarily and conventionally with the work and job of Trained Graduate Teacher (Grades VI to VIII) which are implied in the effective and smooth running of the school and/or such other professional duties, responsibilities or assignments as GDG Flagship School may delegate from time to time as, it may, deem appropriate.
- In addition to the above, responsibilities will include any other tasks/assignments or work assigned by the Principal/Administrator/Management/Respective CXO/Promoters.