

Date:_____

Name:_____

Designation:_____

Correspondence Address_____

Permanent Address:_____

Mobile 1:_____

Mobile 2:_____

Father's Name:_____

Mother's Name:_____

Spouse Name:_____

Date of Joining:_____

Check List:-

- 1) 10th passing certificate
- 2) 12th passing certificate
- 3) Graduation certificate
- 4) Post graduation certificate
- 5) B.ED certificate
- 6) Experience letter
- 7) ID proof- pan card, Aadhar card
- 8) Address proof- electricity bill
- 9) 2- Passport size photo
- 10) Two references other than family member
- 11) Last job reference
- 12) Bank account details- passbook copy and cancelled cheque (bank account must)
- 13) Police verification online
- 14) Photograph consent Form
- 15) Pan Card Copy
- 16) Resume

Know on Joining

1	There will be observation period of 30 days from the date of joining
2	During observation period organization may ask to leave the candidate with immediate effect on the ground of non disclosure of material facts like, health, education, performance, experience etc. without liable to pay for worked days.
3	There will be probation period of 90 days from the date of joining.
4	New joinee is not entitled to any leave during the probation period.
5	Candidate will be eligible for 12 paid leave after completion of successful probation period on prorata basis
6	On completion of probation period 3 paid leave will be credited to employee immediately and every month 1 paid leave
7	Paid leave can be encashed at the end of financial year basis the basic salary
8	Paid leave is subject to prior approval or in case of emergency may be approved by Centre Head or management in written
9	Organization may terminate the services of the employee on immediate basis without any notice on event of misconduct, physical abuse to child or breach of any part of agreement.
10	Organization may ask the employee to terminate the services of the employee with 15 days of notice period without any reason to serve so.
11	Employee may need to provide atleast 30 days of written notice in case of resignation
12	In no case any staff in the organization within or outside the premises during or after the office hours may physically abuse any child.
13	In no case any staff may post any digital picture or video on any social media
14	In no case except for centre head is authorized to speak to any media or media personnel without written permission from centre head or management as the case may be.
15	You shall maintain proper discipline and dignity of your office and so shall deal with all matters.
16	Staff has to be on time and punctual
17	School working days are Monday to Saturday.
18	Organization will have two options for the job position, either of them: a) 6 and a Half Hours a day shift (Begins at 8:00 am) b) 9 Hours a day shift (ends at 8:00 pm)
19	In case of any staff exceed his or her committed working hours, same needs to compensate by the compensation off within 30 days. Centre head has to ensure the same.
20	All Staff has to decent attire
21	All staff has to be present and planned leave may be disapproved on the important events of the organization like PTM, Annual Function day, annual Sports day etc.
22	Organization may put Staff pictures related to school events pictures on social media
23	All appraisal to happen in the Month of June each year subject to minimum 9 months of service in the organization

24	Appraisal will be subject to performance
25	<p>Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit.</p> <p>Accordingly your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.</p>
26	The organization may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.
27	You shall maintain and keep in your safe custody such as Measuring instruments, Safety Equipment's and other assets that may be issued to you or may come in your possession and shall return the same when required in good condition.
28	You shall inform the organization of any changes in your personal data within 3 days of the occurrence of such change.
29	Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by post to you at your address, as recorded in the Education Institute.
30	You shall be solely responsible for any issues that may arise between you and your previous employer with regard to your previous employment and the Education Institute /any of its personnel are not responsible for the same.
31	In view of your position and organization, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will observe working hours/shifts timings as communicated to you by your superiors from time to time depending on the exigencies of work. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have adverse impact on the reputation/image and reputation of organisation, whether directly or indirectly.
32	You may be required to travel on company work for which you will be reimbursed travel expenses as per the Education Institute Policy applicable to you.
33	<p>Conflicts of Interest & Non-Disclosure:</p> <p>Your position is a full time employment with the Education Institute and you will devote your entire time and attention to the activities of the Education Institute entrusted to you and will not undertake any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly the Education Institute without the prior written permission of the Managing Director of the Education Institute.</p>
34	You shall not at any time disclose to anyone any information, technical know-how, security arrangements, administration, knowledge, secrets, methods, plan, process etc., pertaining to the Education Institute which may be your personal privilege to know by virtue of being in the employment of the company.
35	You will be liable to be transferred to any other location, post, designation, department, function, establishment or branch of the Education Institute which is already in existence or which may come into existence as the Education Institute may determine from time to time. In case of any such transfer you will be governed by the terms and conditions of service applicable to the new assignment.
36	You will automatically retire from the service of the Education Institute on attaining

	the retirement age of 58 years.
37	Your services are liable to be terminated, if you are medically unfit to carry out your duties.
38	The Education Institute reserves the right to relieve you from your services in case of business slowdown or if the company decides to downsize work force due to unforeseen circumstances.
39	<p>You will be liable for termination from service by the organization without notice if:</p> <ul style="list-style-type: none"> a. Any declaration given by you or testimonials furnished by you to the Company proves to be false, or, b. You are found to have willfully suppressed any material information, or, c. You are found to have been convicted for or indulged in criminal, subversive or immoral activities, or, d. You are found to have indulged in financial irregularities; or e. You breached any of the terms and conditions of your employment as specified in this letter, or any further official communication from the Education Institute. f. You fail to abide to instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you. <p>On communication of the termination/resignation of your employment with the Education Institute, you will immediately give up to the Education Institute before you are relieved, all documents of the organization including correspondences, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects, and shall not make or retain any copies of these items.</p>
40	In the event that you want to terminate your employment with the organization, you will be required to give a minimum of one month notice, to enable smooth transition. The actual date of release will be mutually decided with the consent and the said date of release shall not be unreasonably withheld provided you are able to handover charge satisfactorily within the one month period. This minimum notice of one month cannot be adjusted with payment in lieu of notice period or adjusted against the Privilege Leave.
41	This appointment is made on the understanding that all the information given by you are correct, true and complete. If it is found at any time that the information given by you is not correct/true/complete, this appointment may be withdrawn or may be terminated at any time after you have taken up employment with us.
42	Please note that you are governed by all Rules and Regulations of the Education Institute, which are in force from time to time, and the Education Institute shall have the right from time to time to vary or modify any of the terms and conditions of service, which shall be binding on you.
43	Your address indicated in the application form / letter shall be the correct address for sending you any communication unless change by is given in written intimation.
44	16. Teacher has to pay their training charges (whatever it will be) and whenever school will arrange a Teacher's Training and have to attend also.
45	Corporal punishment is strictly banned in the school. Anyone found guilty of giving corporal punishment shall be expelled at once. Legal action by the guardian and or the school may be initiated against him/her.
46	If the staff is found to be absconding/not coming to the office for 3 consecutive days without prior intimation or leave approval, the staff shall be liable to be considered

	as Terminated.
47	<p>Documents to be submitted before joining:-</p> <ol style="list-style-type: none"> 1) 10th passing certificate 2) 12th passing certificate 3) Graduation certificate 4) Post graduation certificate 5) B.ED certificate 6) Experience letter 7) ID proof- pan card, Aadhar card 8) Address proof- electricity bill 9) 2- Passport size photo 10) Two references other than family member 11) Last job reference 12) Bank account details- passbook copy and cancelled cheque (bank account must) 13) Police verification online 14) Photograph consent Form 15) Pan Card Copy 16) Resume

Basics of The Teacher

Developing a careful and creative program suitable for preschool children
Employing a variety of educational techniques (storytelling, educational play, media etc.) to teach children
Observing each child to help them improve their social competencies and build self-esteem

Job brief

Qualified Preschool Teacher to prepare small children for kindergarten by easing them into organized education. You will teach them important elements that they will encounter soon after they enter school life.

A preschool teacher must have a great love and patience for children. Qualifications needed to teach them effectively include knowledge of best practices and preschool educational methods as well as the ability to engage them and earn their trust and attention.

The goal is to contribute to the healthy mental and emotional development of the child so they can more easily acclimate in the next level of education.

Responsibility

Develop a careful and creative program suitable for preschool children
Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children
Observe each child to help them improve their social competencies and build self-esteem
Encourage children to interact with each other and resolve occasional arguments
Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
Organize nap and snack hours and supervise children to ensure they are safe at all times
Track children's progress and report to parents
Communicate with parents regularly to understand the children's background and psyche
Collaborate with other educators
Maintain a clean and tidy classroom consistent with health and safety standards
Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
Attend to children's basic needs by feeding them, dressing them, and ensure changing of their diapers through caretaker
Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
Establish and enforce rules for behavior, and procedures for maintaining order.
Read books to entire classes or to small groups.
Organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.

Observe and evaluate children's performance, behavior, social development, and physical health.
Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways that they can promote learning and development.
Enforce all administration policies and rules governing students.
Prepare materials and classrooms for class activities.
Teach proper eating habits and personal hygiene.
Serve meals and snacks in accordance with nutritional guidelines.
Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
Adapt teaching methods and instructional materials to meet students' varying needs and interests.
Establish clear objectives for all lessons, units, and projects, and communicate those objectives to children.
Demonstrate activities to children.
Arrange indoor and outdoor space to facilitate creative play, motor-skill activities, and safety.
Maintain accurate and complete student records as required by laws, district policies, and administrative regulations.
Prepare reports on students and activities as required by administration.
Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
Organize and label materials, and display students' work in a manner appropriate for their ages and perceptual skills.
Attend professional meetings, educational conferences, and teacher training workshops in order to maintain and improve professional competence.
Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
Collaborate with other teachers and administrators in the development, evaluation, and revision of preschool programs.
Attend staff meetings, and serve on committees as required.
Meet with other professionals to discuss individual students' needs and progress.
Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
Perform administrative duties such as hall and cafeteria monitoring, and bus loading and unloading.
Administer tests to help determine children's developmental levels, needs, and potential.
Prepare and implement remedial programs for students requiring extra help.
Ensure to complete the details as per online classes
Prepare Videos as per the requirement for the online classes

Requirement

Proven experience as a Preschool Teacher
Excellent understanding of the principles of child development and preschool educational methods
Familiarity with safety and sanitation guidelines for classrooms
Excellent communication and instructional skills
Ability to act as mediator between children
Cool-tempered, friendly and reliable
Balance between a creative mind and a practical acumen
BSc/BA in education or relevant field