Hello members of HR,

As a school leader one has to wear many hats. Be a counsellor to parents, be a mentor to teachers, be an administrator, be a domain expert, an event manager and be ready to have a solution for everything. I have grown tremendously in this role and have only gained from my experience.

I have also worked as a Chief Manager Education and Trainings at my parent company and I am fleshing out the Key Accountability Areas shouldered by me as a Chief Manager Education and Training as SEL (Shri Educare Limited - a consultancy arm by the promoters of The Shri Ram schools). We were supported by a team of administration, marketing, finance and HR managers and jointly we ensured the complete set up of schools.

**Key Accountabilities**

1. Administrative:

1. Provide onsite and offsite support for setting up K-12 schools from the feasibility stage to year zero and develop the 30-year feasibility plan.
2. Provide infrastructure plans for the development of learning spaces.
3. Support in providing and customizing the curriculum to cater to local needs
4. Support in screening and approving of the teaching faculty and conducting Continuous Professional Development for them
5. Develop and review school policies

### Coordinate and liaise with other support processes and the school for providing them Marketing, HR, IT, Finance and Administrative support

1. Enable and empower the school team for the Annual Planning Cycle
2. Guide schools towards meeting the projected student numbers for Project viability

2.School:

1. Guide and support the schools in developing administrative and academic policies.
2. Enable schools in the planning and development of the curriculum of study.
3. Support schools in identifying staffing needs, screening and approving of the teaching faculty and conducting continuous professional development for them.
4. Ensure that the schools are continuously updated on the developments pertaining to the respective board or curriculum.

3.Curriculum development:

1. Review student results to support planning and execution of teaching strategies in coordination with schools.
2. Research, initiate and ensure constant development of curriculum documents such as the, course outlines, handbooks, scheme of works, lesson plans, workbooks, question banks etc.

4.Training and development:

1. Develop the yearly professional development calendar in close coordination with the school
2. Support schools in conducting workshops and orientation program for the teachers, students and parents.

5. Self – development: Upgrade existing skills to support the demands of the role and keep oneself informed on the latest pedagogy, best practices and new trends in the education domain.