

CO-TEACHER/ASST TEACHER

Job Description

We are looking for a dedicated, enthusiastic, and student-focused Co-Teacher to join our academic team. The ideal candidate will work closely with lead teachers to create a stimulating and supportive learning environment, ensuring each student's educational and personal growth. This role is key in assisting teachers with classroom management, lesson delivery, and fostering an engaging, inclusive, and safe environment for students.

Key Responsibilities:

1. Classroom Support

- Assist the lead teacher in planning, preparing, and delivering lessons.
- Support classroom management, ensuring a disciplined, safe, and productive environment.
- Help create and organize teaching aids, displays, and learning resources.
- Support interactive learning activities to enhance student engagement.

2. Student Support

- Provide individual or small-group support for students needing extra help.
- Monitor student progress and report observations to the lead teacher.
- Encourage and motivate students to achieve academic and personal goals.
- Support children with learning differences under teacher guidance.

3. Administrative Assistance

- Maintain student attendance records, homework tracking, and classroom documentation.
- Assist in preparing academic reports, worksheets, and evaluation materials.
- Help organize classroom activities, school events, and field trips.

4. Communication & Collaboration

- Liaise with teachers, parents, and school staff regarding student progress.
- Support lead teachers during parent-teacher meetings and school functions.
- Work collaboratively with colleagues to share ideas and best practices.

5. Professional Development

- Participate in staff meetings, workshops, and training sessions.
- Implement best teaching practices as guided by the school leadership.
- Stay updated with curriculum changes, teaching methodologies, and CBSE guidelines.

Qualifications & Skills:

- Minimum: High school diploma; Bachelor's in Education or relevant field preferred.
- Experience in teaching or classroom support is an advantage.
- Strong communication, interpersonal, and organizational skills.
- Patience, empathy, and a passion for working with children.
- Knowledge of CBSE curriculum and teaching methods preferred.
- Ability to work effectively in a collaborative team environment.

Key Competencies:

- Teamwork & Collaboration
- Classroom Management
- Student-Centered Approach
- Organizational & Planning Skills
- Communication & Interpersonal Skills
- Adaptability & Problem-Solving