



**Job Title:**

- PGT- Political Science, Physical Education
- TGT- Hindi, Geography, Science, English and Social Science teachers

**Job Profile:** An educator facilitating global learning, a committed teacher supporting academics, sports and supervisory responsibilities in a leading school of Ladwa.

**Mode of Application-** Via e-mail to [snsps.ladwa@rediffmail.com](mailto:snsps.ladwa@rediffmail.com) or submit a hard copy at the reception, Sant Nischal Singh Public School, Ladwa from 9:00 a.m. to 1:00p.m on all working days.

**Contact No:** 9728862211

**Selection Process:** Written exam, Interview and Class Demo of the Subject.

**Brief of Duties and Responsibilities**

- Teaching and related assignments
- Taking remedial and extra classes.
- Paper setting, timely correction and marking of assignment work.
- Mentoring students for competitions and events.
- Preparing lesson plans under the guidance of the HOD.
- Developing & updating learning modules/material for better understanding of concepts.
- Select, obtain materials and supplies of textbooks and recommended reading to students.
- Maintaining student's records and grades as required.
- Organizing and actively participating in extracurricular activities of school.
- Assistance to all departmental activities carried out during the term.
- Perform the responsibility of a Tutor which includes the following:
  - (i) Academic Assistance & Support to the Students
  - (ii) Monitoring & Conducting Tutorials
  - (iii) Collaborating with the other school staff
  - (iv) Effective communication
  - (v) Escorting students on Trips.
- Engage Supervision duties of Sports.
- Regular interaction with Behavior Counselor to be updated with student's wellbeing.
- Coordination & Support to career counseling cell.
- Accountable to all official duties assigned by authorities from time to time.

**Required Qualifications**

**Education:** Post Graduation in the required subject & B.Ed.

**Work Experience:** Min 3-5 years as TGT/ PGT with CBSE Curriculum.

**Computer Skill:** MS office, Exposure to digital teaching platform.

**Personal Traits Required**

- An adaptable personality.
- Professional, Proactive and Self-initiator.
- Excellent interpersonal skill.
- Person keen on striving career excellence.
- Expressive communication skills with proficiency in English speaking.