



## **INDIAN SCHOOL AL WADI AL KABIR**

### **HINDI TEACHER – PRIMARY**

#### **JOB PROFILE – ROLES AND RESPONSIBILITIES**

The prime role of a Hindi teacher is to be a strong facilitator. He/She is required to teach, manage and motivate the students to achieve the highest possible standards of academic excellence individually by developing the necessary skills in the second and third language. The teacher will be supported by the academic coordinator, HoD, Academic Supervisor, AVP and VP. The teacher is expected to exercise leadership skills for the students in his/her care, demonstrate vision, and guide and mentor his/her students to learn and grow holistically.

Additionally, the teacher should be a competent professional with in-depth knowledge of teaching best practices and legal educational processes. In addition to having excellent written and verbal communication skills in Hindi, an ideal teacher will also demonstrate outstanding presentation and interpersonal abilities.

Specifically, the role of a Hindi teacher will include the following as well.

To –

- plan and execute educational content including lesson plans, worksheets, question papers, notes, enrichment activities, assignments, etc.
- supervise classes to ensure all students are learning in a safe and productive environment.
- possess classroom management skills and develop an excellent rapport with the students, contributing meaningfully to the development of each student in his/her care.
- organize supplies and resources for lessons and presentations.
- deliver personalized instruction to each student by encouraging interactive learning.
- plan and implement educational and co-curricular activities and events.
- ensure classroom cleanliness and orderliness.
- prepare and distribute periodic feedback to all superiors and parents on the students' progress, and report cards.
- conduct parent-teacher meetings.
- evaluate and document students' progress.
- allocate and grade classwork, homework, assignments, and tests.

Additionally, a Hindi teacher must also -

- possess in-depth knowledge of teaching methods and legal educational procedures in line with the NEP 2020 and NCF.
- possess written and verbal communication skills.
- keep parents and the department heads/superiors posted and updated with feedbacks and reports of the students.
- be well organized with excellent leadership abilities.
- possess exceptional interpersonal and presentation skills.

Note, the above-mentioned areas though covered extensively are not exhaustive. The teacher will attend to all other additional duties as per the need of the hour, in the best interest of the institution and make contributions and recommendations from time-to-time to uphold the name of the school.

**Reports to:** The Hindi Academic Coordinator / AVP / VP