ISPS is seeking dedicated and enthusiastic educators to join our mission of imparting values and the knowledge of Sahaja Yoga to young yogis. The following positions are open for the academic session 2025-26**:**

**Job Title: Vice Principal**

**Job Profile**

1. **Leadership and Management:**

- Strategic Oversight: The Vice Principal will assist the Principal in leading the school, ensuring high educational standards, effective management, and alignment with the school's vision and mission.

- Curriculum and Academic Development: Support the Principal in devising academic plans, reviewing the curriculum for continuous improvement, and incorporating emerging educational trends such as technology in teaching.

- Staff Development: Oversee the professional development of Heads of Departments (HODs) and teaching staff, ensuring they meet high standards for teaching and student learning outcomes.

1. **Teaching and Learning:**

- Quality Assurance: Lead the monitoring and review of teaching and learning processes across all subjects. This includes lesson observations, book scrutiny, and providing feedback to improve instructional quality.

- Assessment Practices: Develop and enforce policies for standardized internal assessments and coordinate external benchmarking. Ensure assessment practices align with international and national standards for accuracy and fairness.

- Support for Learning: Ensure that differentiated learning strategies are employed to support students' diverse needs and learning styles, particularly for SEND students.

1. **Curriculum and Assessment:**

- Curriculum Development: Assist in reviewing and expanding the school curriculum, ensuring it is in line with the latest educational standards and best practices.

- Timetable Management: Work with academic leaders to optimize the timetable, ensuring effective delivery of all curriculum areas while balancing co-curricular activities.

- Standardized Assessment: Support the standardization of assessments across all grades. Oversee the review of assessment papers and their alignment with curriculum goals.

1. **Health and Safety:**

- Student Welfare: Ensure that all students, particularly those in dorms, are safe and well-supported. Oversee the health and safety protocols for student welfare and address any issues related to physical and emotional well-being.

- Safe Learning Environment: Work with staff to ensure the school environment adheres to safety standards and is conducive to effective learning.

1. **Care and Support:**

- Support for Teachers and Students: Lead efforts to provide academic and emotional support for students, ensuring that their needs are met in a nurturing and conducive environment.

- Parental Engagement: Facilitate communication with parents, sharing strategies to support their children's academic progress and overall well-being.

1. **Governance and Compliance:**

- Reporting and Compliance: Ensure compliance with educational regulations and school policies. Report regularly to the Principal on the academic and administrative functions of the school.

- Audit and Evaluation: Participate in internal audits and evaluations to assess the effectiveness of teaching, learning, and overall school performance. Provide recommendations for areas of improvement.

**Ethics and Professional Development:**

- Ethical Standards: Uphold high ethical standards in all aspects of the school’s operations, encouraging integrity, professionalism, and accountability.

- Professional Growth: Lead by example in continuous professional development. Stay updated on current trends in education and leadership to maintain the highest standards of leadership and management in the school.

***Please send your updated resume to hr@isps.edu.in, with a copy (cc) to principal@isps.edu.in.***

**Job Title: Care Officer & Guidance Counselor**

**Job Profile**

**Position Overview:**

The Care Officer & Guidance Counselor is a dual-role professional responsible for the psychological, emotional, and social well-being of students. This female officer will act as a psychologist and student advisor, fostering a safe and supportive environment while guiding students to achieve their full potential.

**Key Responsibilities:**

**1. Guidance Counseling:**

- Provide one-on-one and group counseling sessions for students, addressing academic, social, and emotional challenges.

- Collaborate with teachers and parents to create individualized support plans for students.

- Conduct workshops on life skills, peer relationships, stress management, and emotional well-being.

**2. Care Officer Duties:**

- Act as a point of contact for students facing personal difficulties, offering support and resources.

- Ensure a safe, inclusive, and nurturing environment for all students, particularly in dormitory settings.

- Monitor students' mental health and overall well-being, escalating cases as needed.

**3. Psychological Support:**

- Use evidence-based psychological approaches to support students with emotional or behavioral concerns.

- Administer and interpret basic psychological assessments, where required.

- Maintain confidentiality and ethical practices while handling sensitive issues.

**4. Crisis Management:**

- Respond promptly to emergencies, providing immediate psychological first aid.

- Develop and implement strategies to address bullying, conflict resolution, and other critical incidents.

**5. Collaboration and Reporting:**

- Work closely with the Principal, Vice Principal, and dorm staff to identify and address student needs.

- Prepare and maintain detailed records of counseling sessions and care interventions.

- Provide regular updates to school leadership on care and counseling trends and needs.

**Qualifications:**

- Master’s degree in Psychology, Counseling, or a related field.

- Minimum three years of experience in a similar role, preferably in an educational setting.

- Strong interpersonal and communication skills, with the ability to connect with students from

diverse backgrounds.

- Certification in counseling or child psychology is an advantage.

Personal Attributes:

- Empathetic and approachable, with excellent listening skills.

- Culturally sensitive and inclusive.

- Organized and capable of managing multiple responsibilities.

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**Job Title: Head of Department (HOD)**

**(Four Positions - English, Mathematics, Science, Social Science)**

**Job Profile**

**Position Overview:**

The Head of Department (HOD) is a key academic leader responsible for driving excellence in teaching, learning, and assessment within their subject area. The HOD will provide strategic direction, mentor teaching staff, and ensure alignment with the school's vision and international standards.

**Key Responsibilities:**

1. **Leadership and Management:**

- Lead and manage the department, fostering a culture of collaboration and continuous improvement.

- Set strategic goals for the department in line with the school's mission and vision.

- Monitor and support teacher performance through lesson observations, feedback, and professional development.

1. **Curriculum Development:**

- Develop, review, and enhance the curriculum to meet international standards and student needs.

- Ensure vertical and horizontal alignment across grade levels within the department.

- Integrate innovative teaching methods, technology, and cross-curricular links to enrich student learning.

1. **Teaching and Learning:**

- Promote high-quality teaching practices that cater to diverse learner needs.

- Encourage the use of differentiated instruction and active learning strategies.

- Support teachers in planning and delivering engaging lessons that align with learning objectives.

1. **Assessment and Data Management:**

- Oversee the design, standardization, and evaluation of assessments within the department.

- Use data from assessments to analyse student performance and identify areas for improvement.

- Guide teachers in using formative and summative assessments effectively.

1. **Professional Development and Mentoring:**

- Organize regular departmental meetings to discuss progress, strategies, and challenges.

- Mentor and support teachers in developing their pedagogical and subject knowledge.

- Facilitate workshops, training sessions, and collaborative learning opportunities for the team.

1. **Collaboration and Communication:**

- Work closely with other departments to ensure interdisciplinary learning opportunities.

- Collaborate with the school leadership team to align departmental goals with overall school priorities.

- Maintain open communication with students, parents, and staff to support student success.

1. **Administrative Duties:**

- Manage departmental resources effectively, including textbooks, technology, and teaching aids.

- Prepare reports on departmental achievements, challenges, and improvement plans.

- Ensure compliance with school policies and regulatory requirements.

**Qualifications:**

- Master’s degree in the respective subject or education.

- Minimum five years of teaching experience, with at least two years in a leadership role.

- Strong understanding of curriculum development, assessment strategies, and pedagogical trends.

**Personal Attributes:**

- Visionary leader with excellent organizational and interpersonal skills.

- Collaborative and solution-oriented, with a passion for education and student development.

- Committed to maintaining high ethical and professional standards.

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**Job Title: Science Teacher (Primary)**

**Job Profile**

**Qualifications:**

* Graduate in Science (B.Sc.)
* B.Ed./D. El. Ed./ JBT certification
* TET qualification (preferred)

**Experience:**

* 0-1 year of teaching experience

**Responsibilities:**

* Teach and deliver engaging primary-level science lessons.
* Plan lessons, assess student progress, and maintain records.
* Foster a positive and inclusive learning environment.
* Collaborate with staff and participate in school activities.

**Skills:**

* Strong communication skills
* Effective classroom management
* Ability to create an engaging and supportive learning atmosphere

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**Job Title: Senior Biology Teacher**

**Job Profile**

**Qualification:**

* Postgraduate in Biology (with B.Ed.)
* TET certified.

**Experience:**

* 2-3 years teaching senior secondary students.

**Responsibilities:**

* Plan and deliver engaging Biology lessons aligned with the curriculum.
* Assess student progress through assignments, exams, and feedback.
* Manage classrooms and maintain a positive learning environment.
* Supervise lab experiments and ensure safe use of equipment.
* Collaborate with colleagues and participate in professional development.

**Skills:**

* Strong subject knowledge and teaching expertise.
* Proficiency with modern teaching tools and technology.
* Effective communication and mentoring skills.

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**Job Title: Senior Computer Teacher**

**Job Profile**

**Qualification:**

* Bachelor’s Degree: B.Tech/BCA/B.E. in Computer Science or related field.
* Postgraduate Degree: MCA (preferred).

**Experience:**

* 2-3 years of teaching experience in computer science at the senior secondary level.

**Responsibilities:**

* Plan and deliver engaging lessons in computer science and IT concepts.
* Teach programming, database management, web development, and other curriculum topics.
* Facilitate practical sessions and guide students in using relevant software and tools.
* Evaluate student progress through assessments and provide constructive feedback.
* Stay updated with advancements in technology and integrate them into teaching methods.
* Collaborate with colleagues to develop cross-disciplinary projects and school activities.

**Skills:**

* Proficiency in programming languages (e.g., Python, Java, C++).
* Strong knowledge of IT systems, software, and hardware.
* Effective communication and classroom management.
* Ability to inspire students and foster a love for technology.

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**Job Title: School Nurse**

**Job Profile**

We are looking for a qualified and compassionate nurse to join our residential school team. The role involves providing medical care, maintaining health records, and promoting wellness within the school community.

**Qualifications & Experience:**

* Diploma or Bachelor’s Degree in Nursing (GNM/B.Sc. preferred).
* Registered Nurse (RN) certification is mandatory.
* 1+ years of experience, preferably in a school or residential setting.
* Strong communication skills, empathy, and ability to manage emergencies effectively.

**Key Responsibilities:**

* Administer first aid and manage medical emergencies for students and staff.
* Oversee the school infirmary, ensuring adequate medical supplies.
* Monitor and support students with chronic health conditions.
* Maintain accurate and confidential health records.
* Conduct health check-ups and promote hygiene awareness.

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**Job Title: Welfare Managers (Dorm Aunties and Uncles)**

**Job Profile**

A Welfare Manager (Dorm Auntie or Uncle) acts as a mother or father to the children assigned to them. The Welfare Manager will work to cultivate a close relationship with each child; establishing a loving and trusting rapport through which the child will grow in self-confidence, security and enjoyment of their out-of-classroom time at ISPS. The Welfare Manager looks after every aspect of the child’s day to day life and physical wellbeing, and support the child in his or her movement towards greater self-reliance.

He or she will keep careful track of each child’s physical, social and emotional health and serve as an excellent example of life as an adult Sahaja Yogi or Yogini. The Dorm Welfare Manager will work under the guidance of the Dorm HOD. Applicants should have a love of children, the ability to enforce basic dorm guidelines and a willingness to have fun! We particularly welcome applications from male Sahaja Yogis to work as Welfare Managers (Dorm Uncles) for our older boys.

**Requirements for this position:**

* Graduates in any discipline
* Conversational English
* Minimum one year commitment

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