



Mayo College

JOB DESCRIPTION

Job Title: PGT Physics

Reports to: Head Master Senior School, Mayo College Ajmer

Job Profile: An educator committed to teaching, facilitating learning with global outlook, responsible for pastoral care, sports, co-curricular activities and other responsibilities given by School Authorities.

Brief of Duties and Responsibilities

1. Academic Duties and Responsibilities:

- Teaching students to grades up to XII (CBSE/IGCSE).
- Taking a minimum of 24 periods in a week.
- Taking catch-up, remedial and extra classes.
- Paper-setting, timely correction, and marking of assignment work / Practical / Projects etc.
- Preparing lesson plans & modules as per NEP. Developing & updating concept-based modules for better understanding. Effective delivery and follow-up of the same.
- Conducting practical classes, organizing field trips, managing and developing Museum lessons, Interdisciplinary lessons, and activities, and using Campus as Class Room to make learning enjoyable and student-centric.
- Mentoring students for various competitions and events. Escorting the students for Inter-School activities and events. Preparing students for exhibitions.

2. Activities related to Department:

- Prepare lesson modules with optimum use of teaching learning tools available.
- Develop course materials like homework assignments, syllabi and handouts.
- Oversee and analyze student outcomes in physics.
- Join departmental meetings and to complete the assigned works within stipulated time.
- Preparing question papers and marking schemes for the examinations.
- Preparing students for Intra-School and Inter-School events.

- Coordinating with other departments' members for inter-disciplinary classes.
- Monitor, analyze and grade students' laboratory work, class work, papers and assignments.
- Actively involved in the activities of Physics & Astronomy Club.
- Supervise suitable use and care of materials, equipment and facilities of the department.
- Coordinate with HOD and other department members to complete the task as per the school's requirement.

3. Pastoral Care and Boarding House Responsibilities:

Taking additional duties of pastoral care in the boarding house, and perform the responsibility of a Tutor which includes the following:

- Taking minimum 01 Prep and Meal Duty in a week.
- Providing Academic Assistance & Support to the Students.
- Monitoring & Conducting Tutorials.
- Collaborating with the House Staff.
- House Prep Supervision and Involvement in House Activities.
- Communication and Reporting to the HM.
- Escorting Boys on House Trips Accountable for pastoral care responsibility.
- Preparing Boys for all Inter-House Activities and events (Sports and other Co-curricular Activities).

4. Sports and Games Duties:

Taking additional duties of Sports Supervisor which include the following:

- Management / Organization of Sports activities
- Organizing Inter House Competitions
- Organizing Inter School Sports activities
- Escorting Boys to Sports Tournament

5. Other Duties and Responsibilities:

- Escorting students within the country or abroad for various competitions, activities, educational tours and exchanges.
- Taking responsibility of activities such as Cubbing, Scouting, NCC, Societies and Clubs etc.
- Active involvement in Co-curricular activities of School and all Invitational Events.
- Interacting with Behavior Counsellor and update him / her with students' wellbeing.

- Coordinating & supporting Career Counselling Cell and counseling students for future career options.
- Any other task assigned by Senior Functionaries of School.

Essential Qualification: Post Graduate in Physics (preferred Graduate with Physics, Chemistry & Mathematics) with B Ed / 3 – 5 years teaching experience in a Day / Day Boarding or Boarding School in the same capacity. Proficiency in Computers (MS Office: Word, Excel, and PPT). Compatible to work on online teaching learning platforms. Excellent intra personal and inter personal communication skills.

Personal Traits Required

- Subject teaching as per the understanding & learning needs of the students.
- Professional, Proactive, and Self-initiator.
- Excellent interpersonal skills.
- Person keen on striving for career excellence.
- Expressive and good communication skills.

Selection Process: Written Examination, Subject Demo & Personal Interview.