

## **Job Discription**

1. Observe the procedures for assessing, moderating, and recording student level of achievement including spreadsheet tracking and standardized assessments.
2. Examine and thoroughly recheck students' notebooks (wherever required), lesson plans, monitoring, and evaluation sheets.
3. Observe and oversee the teacher classes as per timetable as per the recommendation of the Principal, accuracy of subject, and class allocation of teachers and report deviations.
4. To look over activities taking place according to the timeline set in the Academic Calendar and adherence to their reporting matrix.
5. To observe the structure and mechanism of quality of creativity and innovation among students.
6. Vet and oversee assessment and academic tracking in the School so that data can be used to inform teaching and learning, and raise achievement standards.
7. Evaluate and observe the curriculum development, strategize, and implementation of Curriculum Compliance within our context unique to Lotus Petal.
8. To report the observations and the strengths and weaknesses in the school's academic system and curriculum and advise corrective actions.
9. **Demonstrate a comprehensive understanding of diverse teaching methodologies.**
10. **Develop engaging and effective activities tailored to subjects such as English, Social Studies, Computer skill(python,HTML, AI & AI tools)**
11. **Ensure activities align with curriculum goals and educational standards.**
12. **Deep understanding of the spirit and content of the National Education Policy (NEP) and National Curriculum Frame work (NCF)**
13. **Able to Integrate real world application and current scientific advancement into lesson content.**
14. **Bridge the gap between theoretical concept and practical, real life scenarios.**
15. **Able to monitor activities within the science laboratory.**