

**JOB DESCRIPTION -
English Subject Teacher (FYJC & SYJC)**

College: Jai Hind College, Mumbai (Empowered Autonomous)

Department: Junior College - Arts / Science / Commerce

Position: Assistant Teacher - English

Job Type: Full-time

Experience:

2-5 years of experience teaching FYJC & SYJC English (Maharashtra Board)

Freshers with excellent communication and board results may also be considered.

Proven track record of good HSC results will be an advantage.

Job Purpose:

To teach English to FYJC (Std. XI) and SYJC (Std. XII) students as per Maharashtra State Board curriculum, and ensure excellent academic results and holistic development of students.

Key Responsibilities:

A. Academic & Teaching:

Conduct lectures for FYJC & SYJC - English (Compulsory English)

Complete the syllabus as per the timetable and academic calendar.

Prepare question papers for Unit Tests, Terminal, Prelim and Final exams.

B. Assessment & Examination:

Set question papers, and complete paper checking within deadlines.

Maintain internal assessment records, orals, and attendance.

Prepare students for HSC Board Exam pattern, marking scheme and practice.

C. Student Development & Administration:

Maintain strict discipline and attendance records.

Counsel students and provide guidance related to English proficiency.

Participate in Parent-Teacher Meetings, literacy events, debates, elocution.

Assist in college events, committees, and co-curricular activities.

Use ICT tools, smart boards, and digital content for teaching.

Qualifications & Eligibility:

Essential: M.A. in English + B.Ed/M.Ed

As per Maharashtra Govt. for Junior College Teacher

Skills Required:

Excellent command over English language - written & spoken

In-depth knowledge of Maharashtra Board FYJC/SYJC syllabus

Ability to handle large classrooms (60+ students)

Punctual, disciplined, team player.