

## **PHASE I OF STAFF RECRUITMENT PROCESS**

(Particularly applicable for residential schools)

Dear Sir/Madam,

### **Sub: Phase I - Information about a residential school.**

(FOR APPLICANTS WITH LIMITED OR NO EXPERIENCE IN RESIDENTIAL SCHOOLS)

We are glad to receive your CV and thank you for sending the same to us.

We intend to explore the association with our school in an elaborate and detailed manner so that the chances of our working together with synergy and alignment are improved to the best we can. Keeping this in mind, we would like to, in the first phase of our recruitment process, apprise you that we are a coeducational, residential school about 25 kms. away from Nasik railway station.

Life in a residential school is altogether different from the life of a teacher in a day school. It offers an alternative way of living. When the residential school is set in the lap of nature, in a community of active and bubbling students and teachers, sharing responsibilities with others in a joyful and involved manner, it enables living of a different quality. Of course, the other side of this possibility entails us to live in a school campus with modest, need based facilities instead of the many openings available in the towns and cities.

The educational intent of residential schools is much different from that of day schools and hence the teachers need to be involved in a diverse range of activities. The primary assignment will obviously be one's area of specialization, like teaching a subject, music, and games. In a day school the parents supplement the efforts of teachers whereas in a residential school we need to provide all the support required to the students to make them learn the subjects as well as many other "life skills." The onus is on the teacher to motivate and equip the child to learn instead of expecting and demanding that the child must fulfill certain pre-requisites for us to teach.

We are required to take up one or more of the following assignments:

1. Having all meals with the children and ensuring they eat responsibly.
2. Participating and supervising PT and Games.
3. Provide guide children in co-curricular/ extra-curricular activities.
4. To take up the hobby classes or value added classes.
5. To take up substitution classes for teachers on leave.
6. To accompany students on excursions and field trips.
7. To support and help the students in their academic work during evening study.
8. To assist and guide children in putting up school programs and functions.
9. To take care of the physical, emotional, academic and other needs of the students by being hostel parent.
10. To escort students to the town for medical consultation or other purposes.
11. Any other assignment that the school may request you to take up.

Please confirm that, based on this letter or otherwise, you have a fair idea of the opportunities and challenges of the life of a teacher in a residential school life and that

you are prepared to explore, learn and accept the above types of responsibilities. The school will enable, nurture, guide and support you for taking up such work in case you are not already equipped for it. We would like you to think over carefully and confirm that you will be willing to take up the above types of assignments. Please note that some of these activities may not relate directly to the subjects you like but they are part of the overall responsibility in a residential school. Please spare time and study each and every page of our website thoroughly and confirm that you have done so. Please let us know your views about it.

In case you accept the above, kindly write an essay on what education means to you in about 250 words, in your own words - without quoting others in any way. You could cite your personal experiences at home or school.

Thanking You,

With regards and good wishes,

(Principal)