

Home Tutor – Ghar Programme

Location: Vasant Kunj Udayan Ghar
Reports To: Programme Coordinator
Full Time/Part Time: Part Time (About 3-4 hours a day)



Section 1 | About Udayan Care

Udayan Care, an ISO 9000 certified organisation, has been working for the quality care of disadvantaged children and women and youth for over 25 years, with the endeavor of providing sustainable rehabilitation. The mission of “A nurturing home for every orphaned child; an opportunity for higher education for every girl and for every adult; the dignity of self-reliance and the desire to give back to society.” is what drives its 130 employees and close to 800 volunteers to action.

Udayan Care has been accredited by Give India, Guidestar and Credibility Alliance, for its transparent and credible performance. In 2015, the Honourable President of India awarded Udayan Care the **National Award for Child Welfare 2014**—India’s highest commendation for a non-profit child welfare organisation constituted by the Government of India for its efforts to bring smile in the life of young children.

Section 2 | Purpose of the Role

We are looking for passionate, self-motivated and an experienced tutor who would be teaching our Udayan Ghar kids - students from class 1st to 7th, including 2 special kids, on part-time basis, about 3 hours a day.

Udayan Ghars are the Udayan Care’s children’s residential care programme for orphaned and abandoned children.

Section 3 | Key Responsibilities

Assess each assigned student to determine his or her specific need for tutoring.

- Create lesson plans according to the specific needs of each assigned student, and impart education accordingly.
- Assess students on an individual basis, and ensure that this information is properly communicated to the parents.
- Provide students with one on one tutoring in weak subject areas (esp. English, Science and Maths), ensuring that they comprehend difficult concepts.
- Assist students in integrating reading and writing to offer new perspective.
- Monitor, assess, and remediate student performance, and develop and implement comprehensive lesson plans.
- Identify, and develop resources to meet students’ diverse and individualized learning needs.
- Create and develop worksheets to assist students in understanding concepts that they are having trouble with.
- Prepare and administer tests, and evaluate students’ progress based on grades and attempts.
- Encourage and motivate students throughout the course of the class, concentrating on building their confidence.
- Maintain records of students’ assessments results, and progress in a confidential and safe manner.

Section 4 | Skills & Knowledge

Skills

- Ability to engage with and communicate with children
- Ability to plan and prioritize workload effectively
- Written and oral communication skills
- Assessment and analytical skills
- Networking Skills, Problem solving skills
- Ability to think and act on own initiative

Knowledge

- Positive, compassionate personality
- Ability to evaluate students accurately and objectively
- Excellent communication and teaching skills

Section 5 | Experience

Experience

- Minimum 1 year of teaching experience (regular in schools or tuitions) preferred

How to Apply: Please download and fill the Application form and send to hrd@udayancare.org along with your updated c.v. Do mention the post you are applying for in the subject line.
Contact Person: **Divyansha (HR Coordinator)**