

Gitashri Bora

**SHEMFORD FUTURISTIC SCHOOL JORHAT**  
**TERMS OF EMPLOYMENT**

.....Miss.....Gitashri.....MAM....., we are delighted to extend this offer of employment for the position of Teacher / Assistant Teacher for Primary/Pre-primary/ Middle grades on a *probation period / extended probation period* of one year starting from the date of joining for the *Academic Session 2021-22*. You will be an active member of Shemford family, and the tasks you will be expected to perform would include:

1. Background preparation [understanding policy & curriculum framework, understanding community background and environment of students, understanding organizational environment of the specific educational organization]
2. Instructional Planning & Preparation
3. Facilitation Student Learning (which would include Preparing students for learning, Motivating Students/ Managing students behavior, and Evaluating and giving feedback)
4. Maintaining Records and Reporting
5. Communicating to parents and Managing relationships with the community
6. Working in Teams with co-teachers, and Contributing to creating in-org positive climate
7. Supporting organization in administrative/extra-curricular activities
8. Engaging in continuous learning and professional participation.
9. Any other activity that may be needed to run and build the school as an excellent and exemplar institution.
10. In terms of orientation and attitude, you are expected to maintain a Professional Conduct. Engage in Continuous Learning & Competence & Competence-building, Strive for excellence in whatever you do, and work with Commitment (rather that with conformity). The School will require you to earn a minimum number of certified competencies, about which notification will be made after you join the school.

Your salary will be :

Basic		5000.00
EPF	Employees Share (12% on basic)	600.00
Dearness Allowance	@State Govt. ie 17% of basic	850.00
Increment	[(Basic +DA) X 3 % ]X Years of experience at SHEMFORD	585.00
Medical		600.00
Perks	For experience in School teaching outside Shemford (min 5 yrs)	500.00
<b>Gross Salary</b>		<b>8135.00</b>
<b>EPF Deduction 24%</b>		<b>1200.00</b>
<b>Net Salary</b>		<b>6935.00</b>

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