

Job Description- Student Life Associate

At Neev, learning is both the guiding principle and the outcome of our purpose, culture, and environment—creating a lighthouse of learning in India. Teachers plan and design learning influenced by an understanding of students' prior knowledge, identities, background, needs and context. They bridge the learning, by bringing the world into their classroom or taking the students across to an environment where they experience the learning. Thus, students construct meaning and make sense of the world through the interplay of asking, doing and thinking, leading to open, democratic classrooms. Teachers engage in cycles of inquiry, action and reflection that lead to deeper understanding and lifelong learning. Teachers meet programme requirements in accordance with the accrediting agencies. They approximately spend 60% to 70% of their time in direct instruction/contact with students and 40% to 30% in preparation, grading, feedback, meetings, vigilance, and other responsibilities.

The Student Life Associate will organise and oversee all aspects of the Student Life under the guidance of Associate Director (Student Advancement Cell) :

- Guiding students to pursue their individual interests to make their unique contributions to the society.
- Creating a culture of choice and engagement in experiential learning and co-curricular activities offered by the school. The Student Life Associate works closely with members of the Student Advancement Cell, Programme Coordinators, Teachers, Director of Sports & Activities and external consultants.

Reporting to: Associate Director – Student Advancement Cell

Overall responsibilities:

- Provide leadership, support structures and networks for facilitating student engagement to pursue their unique interests.
- Work collaboratively with academic faculty to coordinate student activities.
- Collaborate with external consultants and organisations and organise internships and experiential learning opportunities.
- Support, guide and monitor student led initiatives, student government activities and Interest and Choice learning clubs.
- Enhance engagement of the parent community by communicating promptly.
- Attend and contribute to SAC and programme/grade level meetings.
- General administrative duties such as maintaining databases and records of students.
- Assist in operational plans and perform related duties as assigned.

Specific responsibilities:

- **Student Opportunities**

- Organise inter school and intra school events and competitions individually and/or in collaboration with the SAC, academic faculty and director of sports and activities.

- Network and create service-learning opportunities.

- Build an interest-based career exploration network.

- Research, plan and Organise field trips and adventure camps.

- Implement and facilitate workshops that foster student leadership and service learning.

- Monitor and manage Interest and Choice learning clubs.

- **Student Government:**

- Structure, plan and manage the student government elections.

- Guide and monitor the Student Government, review the charter and moderate the meetings if required.

- Plan and organise goal setting and review sessions with the student government.

- Plan and organise the investiture ceremony.

- **Professional Development:**

- To foster own professional development through self-directed professional reading, developing professional contacts, attending professional development courses and training as directed.

Teacher Dispositions:

At Neev, the teacher dispositions are the foundation of how we teach, connect, and lead. Dispositions form the core of the “how”—how we think, how we treat others, and how we respond to challenges. They guide everyday decisions and behaviors, even when no one is watching. Strong dispositions create a positive, ethical, and resilient school culture.

Please click on the link below to know more about Teacher Dispositions:

[Teacher Dispositions](#)