LLP IDENTIFICATION NO.:AAG-2145 Date:11/09/2026

# JOB DESCRIPTION – JUNIOR FACULTY

## Classes IX–XII

**Job Title:** Junior Faculty
**Classes:** IX to XII
**Subject(s):**Physics, Chemistry, Mathematics, Biology, English & Computer Science.
**Department:** Academic
**Employment Type:** Full-Time/Part -Time
**Location:** Lucknow, Uttar Pradesh

## 1. JOB PURPOSE

The Junior Faculty member will support the academic delivery of Tiwari Tutorials by conducting effective classes, assisting students in developing strong conceptual understanding, resolving academic doubts, conducting tests and revision sessions, and supporting Senior Faculty in achieving academic targets.

The role is suitable for candidates who have **strong subject knowledge, good communication skills, a passion for teaching, and the ability to work with students of Classes IX–XII**.

## 2. KEY RESPONSIBILITIES

### A. Teaching & Classroom Delivery

- Conduct regular classes for Classes IX–XII as assigned.
- Deliver well-structured and engaging lessons according to the prescribed curriculum.
- Explain fundamental concepts clearly and systematically.
- Use examples, illustrations, problem-solving and practical applications wherever appropriate.
- Ensure that students understand the basic concepts before progressing to advanced topics.
- Maintain an effective and disciplined classroom environment.
- Follow the academic plan, timetable and teaching schedule provided by the institution.

### B. Student Doubt Resolution

- Conduct regular doubt-clearing sessions.
- Resolve students' academic queries patiently and effectively.
- Identify common conceptual difficulties faced by students.
- Escalate complex academic issues to the Senior Faculty when required.
- Encourage students to ask questions and develop independent problem-solving skills.

### C. Tests & Examination Preparation

- Conduct class tests, quizzes, assignments and practice sessions.
- Assist in preparing question papers and worksheets.
- Evaluate answer sheets and assignments accurately and within the prescribed timeline.
- Provide constructive feedback to students.
- Help students prepare for school and Board examinations.
- Assist Senior Faculty in revision and mock-test programmes.

### D. Student Performance Monitoring

- Monitor students' academic progress.
- Maintain records of test performance, assignments and attendance as required.
- Identify students who are academically weak or require additional support.
- Provide appropriate remedial assistance.
- Inform the Senior Faculty/Academic Coordinator about significant academic concerns.

### E. Academic Material Development

- Assist in preparing:
    - Class notes
    - Worksheets
    - Practice questions
    - Assignments
    - Revision material
    - Question banks
    - Test papers
- Support Senior Faculty in updating and improving academic material.
- Ensure that academic material is accurate, relevant and aligned with the prescribed syllabus.

### F. Institutional Responsibilities

- Attend faculty meetings and academic planning sessions.
- Participate in teacher training and professional development programmes.
- Coordinate with other faculty members.
- Follow the academic calendar, timetable and institutional policies.
- Undertake examination, counselling and other academic responsibilities assigned by the management.

## 3. QUALIFICATION

### Minimum Qualification

- Bachelor's Degree in the relevant subject from a recognized institution. (Appearing in final semester/year can also apply).

### Preferred Qualification

- Master's Degree in the relevant subject..
- Preference will be given to knowledge and presentation.
- Experience with CBSE/ICSE curriculum will be an advantage

## 4. REQUIRED SKILLS & COMPETENCIES

### Subject Knowledge

- Strong command over the relevant subject.
- Ability to solve and explain questions accurately.
- Good understanding of the Class IX–XII curriculum.

### Teaching Skills

- Ability to explain difficult concepts in simple language.
- Good classroom presentation skills.
- Ability to engage students and encourage participation.
- Effective doubt-solving ability.

### Communication Skills

- Clear verbal communication.
- Ability to communicate effectively with students and colleagues.
- Professional and respectful communication with parents when required.

## 5. CAREER GROWTH

Tiwari Tutorials may provide career progression based on teaching performance, subject expertise, student outcomes and overall contribution.

**Possible Career Path:**

**Junior Faculty → Faculty → Senior Faculty → Head Faculty / Subject Coordinator → AcademicCoordinator**

## 6. WORKING HOURS

The Junior Faculty member shall work according to the academic timetable and institutional requirements which includes minimum 5 hours of working during Monday to Saturday and 2nd & 4th Sunday of the month.

The role may include:

- Regular classes
- Doubt-clearing sessions
- Revision classes
- Tests and examinations
- Answer-sheet evaluation
- Academic material preparation
- Faculty meetings
- Student mentoring
- Parent interaction, where required

## 7. PROFESSIONAL STANDARDS

The Junior Faculty member must:

- Maintain punctuality and regular attendance.
- Be properly prepared before every class.
- Maintain professional conduct with students, parents and colleagues.
- Maintain appropriate teacher-student boundaries.
- Protect confidential student and institutional information.
- Follow all academic, disciplinary and administrative policies of Tiwari Tutorials.
- Avoid unauthorized distribution or sharing of institutional study material.
- Maintain the reputation and professional standards of the institution.

## 8. SELECTION PROCEDURE:

**Include 3 Steps of selection process.**

Step-1: Written test (Multiple Choice Questions) of two levels. A minimum of 75% is required to qualify.
Step-2: Classroom demo to check expression and presentation skills.
Step-3: A Final round of interview.

## 9. PERKS & REMUNERATION:

Selected candidates will be given Rs. 4.80 LPA to 6.0 LPA as remuneration.
Annual Health coverage will be provided.

**Apply for:**

**Subject:** _____

**Location:** Lucknow

**Experience:** 0–3 Years

**Qualification:** Graduate/Postgraduate in relevant subject

**Employment:** Full-Time

Interested candidates may send in their resume along with photograph at ***ttjobs2026@gmail.com.***