JOB DESCRIPTION – PGT CHEMISTRY

Department: Science

Classes: XI & XII

Employment Type: Full-Time

Job Purpose

A Post Graduate Teacher (PGT) in Chemistry is responsible for teaching senior secondary students (Classes XI and XII), developing a strong conceptual understanding of Chemistry, conducting practical experiments, and preparing students for CBSE Board examinations and higher education.

Teaching & Curriculum

- Deliver Chemistry lessons in accordance with the CBSE curriculum and prescribed syllabus.
- Explain complex chemical concepts through engaging, practical and application-based teaching methods.
- Prepare lesson plans, teaching materials, worksheets and academic resources.
- Integrate laboratory experiments, demonstrations and digital teaching tools into classroom instruction.

Assessment & Evaluation

- Prepare, conduct and evaluate tests, assignments, practical assessments and examinations.
- Analyse student performance and maintain accurate academic records.
- Identify learning gaps and provide remedial support to students.
- Prepare students for CBSE Board examinations through revision, practice papers and mock tests.

Laboratory Management & Safety

- Conduct practicals and experiments as per the prescribed curriculum.
- Ensure proper handling, storage and use of chemicals and laboratory equipment.
- Follow laboratory safety protocols and maintain discipline during practical sessions.
- Coordinate with the laboratory staff for the availability of chemicals, apparatus and other resources.

Student Mentoring

- Provide academic guidance, mentoring and support to students.
- Encourage scientific temper, critical thinking, curiosity and problem-solving skills.
- Guide students in subject-related projects, investigatory work and career opportunities.
- Provide additional academic support to students requiring improvement.

Classroom Management

- Maintain a disciplined, positive and conducive learning environment.
- Encourage student participation, inquiry-based learning and scientific discussions.
- Use innovative teaching methodologies to enhance student engagement.

Collaboration & School Responsibilities

- Coordinate with the Science Department for curriculum planning and academic activities.
- Attend departmental meetings, parent-teacher meetings and training programmes.
- Participate in school events, examinations, workshops and other assigned duties.
- Perform any other academic or administrative responsibilities assigned by the school management.

Required Qualifications & Skills

- Master's degree in Chemistry (M.Sc. Chemistry).
- B.Ed. degree from a recognised institution.
- Eligibility as per CBSE norms for PGT Chemistry.
- Strong subject knowledge and effective teaching skills.
- Excellent communication skills with proficiency in English.
- Competence in using digital teaching tools and educational technology.
- Good classroom management, organisational and interpersonal skills.

Experience

Previous teaching experience at the senior secondary level in a recognised school is preferred.

Working Conditions

- Full-time position.
- Responsible for teaching Classes XI and XII.
- Willingness to take extra classes, remedial sessions and examination-related duties as required.