

**Job Title:** Education Head  
**Location:** Mumbai (Multiple Centres)  
**Employment Type:** Full-time  
**Working Hours:** 8 hours/day | Monday to Saturday  
**Salary Range:** ₹60,000 - ₹65,000 per month

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## About Organisation

The Organisation is a Mumbai-based not-for-profit organization dedicated to empowering marginalized communities through education, skill development, and holistic growth.

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## Position Overview

We are seeking a passionate, visionary, and dynamic Education Head to oversee the educational programs. This position will drive academic excellence, innovation, and impact across all centres — ensuring that children receive high-quality support in academics, non-academic support that elevates their learning outcomes and life opportunities.

*This role is 70% strategic and 30% operational.*

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## Key Responsibilities

### Strategic Leadership (70%)

- Drive overall academic vision, program design, and quality enhancement for all educational projects
- Lead innovations in curriculum, pedagogy, digital tools, and experiential learning
- Strengthen program monitoring systems to track student learning progress, retention, and impact
- Build partnerships for resource mobilization, training, exposure visits, and community outreach
- Provide leadership development and capacity-building support to Centre Coordinators and Teachers
- Ensure alignment with NEP goals and foundational literacy & numeracy benchmarks

- Create safe, inclusive learning environments and promote child protection practices
- Be the Primary POC for any need based or donor initiated expansion (need analysis, budgeting, hiring support, identification of premises, etc)

### **Operational Management (30%)**

- Supervise day-to-day academic operations across all centres (and any future centres, as educational programs scales up)
  - Conduct regular centre visits for observation, coaching, and quality assurance
  - Manage teacher deployment, schedules, training needs, and leave planning
  - Ensure timely documentation – attendance, assessments, MIS updates, reporting, Utilization Reports for Donors / CSR Partners.
  - Support enrolment drive, parent engagement, and community relationships
  - Will own all IMPACT parameters (eg : average attendance, educational upgrade YOY, cost effectiveness, control drop out rates, etc)
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### **Qualifications & Skills**

- Bachelor's/Master's degree in Education, or related field
  - Minimum 7-10 years of experience in the education sector (preferably with underserved communities)
  - Strong leadership, planning, and communication skills
  - Ability to inspire teams and drive performance improvements
  - Demonstrated innovation in teaching-learning practices
  - Fluency in Marathi, Hindi & English preferred
  - Proficiency in digital tools (MS Office, EdTech platforms)
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### **Personal Attributes**

- Child-centric mindset with deep empathy for marginalized communities
- Creative problem-solver with a growth mindset
- Confident decision-maker with strong accountability
- Ability to work in a fast-paced, multi-centre environment

- Comfortable with ambiguity and uncertainty and has the ability to work in a matrixed environment (solid line reporting to DGM and dotted line to Advisory Board)
  - Demonstrates result orientation and has the enthusiasm to drive change
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### **Why Join Us?**

- Opportunity to shape the future of 1500+ current children from urban slums and tribal areas
- Be a key member in strengthening a high-impact educational initiative
- A purpose-driven culture that values innovation, compassion, and continuous learning
- Be part of a growing organisation and contribute to impact as well as earn the opportunity to grow into HEAD of Education Vertical (completely demonstrated by performance delivery)
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Interested candidates can apply on email id: [contact@pmspl.net.in](mailto:contact@pmspl.net.in)