

Job Description – School Principal

Position: Principal – Mahul Village MPS School

Location: Mumbai, Maharashtra

Employer: Enrich Lives Foundation (ELF) in partnership with BMC

Type: Full-time (Monday to Saturday)

Salary: ₹60,000 per month

About the Role

Enrich Lives Foundation (ELF), in collaboration with the Brihanmumbai Municipal Corporation (BMC), is seeking a dynamic and visionary **School Principal** to lead Mahul Village MPS School. The Principal will be responsible for academic excellence, administration, and stakeholder management, while ensuring the holistic development of students through innovative and play-way learning approaches.

Key Responsibilities

- **Leadership & Administration**
 - Lead day-to-day school operations in alignment with ELF and BMC guidelines.
 - Build and nurture a high-performing team of teachers and staff through mentoring, training, and performance management.
 - Develop and implement academic and administrative plans for school growth.
- **Academic Excellence**
 - Ensure delivery of child-centric, play-way curriculum with a focus on foundational learning.
 - Monitor and enhance the quality of teaching-learning processes.
 - Introduce innovative teaching methodologies to improve student outcomes.
- **Stakeholder Management**
 - Maintain strong working relations with BMC officials, parents, and community stakeholders.
 - Act as the first point of contact for resolving issues, taking immediate and solution-oriented decisions
 - Follow BMC protocols
 - Handle BMC relations diligently to safeguard ELF's autonomy in implementing innovative practices, while maintaining alignment with statutory requirements.
 - Actively participate in joint meetings, reviews, and audits conducted by BMC and ensure adherence to BMC protocols
 - Proactively address challenges and provide solution-oriented strategies that balance BMC expectations with ELF's mission.

- Ensure to follow the pattern of Maharashtra State Board while developing plans and executing deliverable.

 - **Monitoring & Evaluation**
 - Track student performance and teacher effectiveness through regular assessments.
 - Ensure timely reporting to ELF and BMC with measurable progress indicators.

 - **Compliance & Governance**
 - Ensure adherence to educational policies, child safety norms, and ELF's vision of equitable education.
 - Uphold accountability and transparency in all school operations.
 - Any other tasks assigned by ELF
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Qualifications & Experience

- Master's/Bachelor's degree in Education (M.Ed./B.Ed.) or related field.
 - Minimum **8–10 years** of teaching/academic leadership experience, with at least **3–5 years in a leadership role**.
 - Experience working in government/NGO/low-income school setups will be an advantage.
 - Strong interpersonal, decision-making, and problem-solving skills.
 - Passion for child-centered education and community development.
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Core Competencies

- Solution-oriented leadership with the ability to make quick, effective decisions.
- Strong communication and relationship-building skills with government and community stakeholders.
- Team-building, mentoring, and capacity development of staff.
- Commitment to inclusive, equitable, and innovative education.