

GD GOENKA WORLD SCHOOL

JOB DESCRIPTION

“Shape young minds, while shaping your own career.”

1. JOB TITLE

Special Educator

2. DEPARTMENT / REPORTING TO

Department: Academics

Reports to: HOP / Principal

3. JOB LOCATION / POSITION TYPE

Sohna / Full Time

4. JOB PURPOSE / SUMMARY

The Special Educator will work closely with classroom teachers, parents, and support staff to ensure inclusive education, individualized support, and holistic development of students with special educational needs. The Teacher is responsible for planning, delivering, and assessing engaging and effective lessons in line with the school’s curriculum and philosophy. The role requires nurturing students’ intellectual, emotional, and social growth while fostering a positive and inclusive learning environment.

5. ABOUT THE ORGANISATION

Organisation Culture: At GD Goenka, our culture is built on the foundation of excellence, inclusivity, and innovation. We foster an environment where every individual—whether in teaching, administration, or support—feels valued, respected, and empowered to contribute their best. Guided by our THRIVE values (Trust,

Humility, Respect, Innovation, Vision, and Excellence), we create a workplace that balances high professional standards with a deep sense of belonging and care.

Collaboration, continuous learning, and recognition of contributions are central to our ethos. We encourage openness, creativity, and accountability, while also celebrating milestones and personal achievements. With strong emphasis on ethics, well-being, and growth, GD Goenka's organisational culture is not just about building great careers, but about shaping meaningful lives.

Vision: Rooted in a rich legacy of excellence, we aspire to set global benchmarks in education. As a progressive organization, we are committed to creating learning environments that foster innovation, agility, intellectual curiosity, and responsibility.

Mission: We are committed to becoming one of the top 10 respected education brands in India and globally, accredited and ranked by reputed agencies in all categories. Our mission is to support and empower our partner institutions and stakeholders across all disciplines with leadership, culture and resources to ensure their growth and excellence

Values:



Team Centric – We believe in the power of collaboration and shared success, where every achievement is a collective milestone. By fostering mutual support and a spirit of teamwork, we ensure that progress is a unified effort, strengthening our community and amplifying impact.

Harmonious – We remain adaptable yet grounded, creating an environment where diverse perspectives coexist in synergy. While embracing change, we stay true to our core values and heritage, ensuring that progress is achieved with integrity, balance and respect for our roots.

Resilient – Challenges are opportunities to grow. We persevere with agility, adaptability, and an indomitable spirit, turning setbacks into stepping stones towards our vision. With a mindset of continuous learning and improvement, we move forward with confidence & purpose.

Innovative – We boldly reimagine possibilities, pushing the boundaries of creativity and progress. By fostering a culture of curiosity and forward-thinking solutions, we shape the future, ensuring that we remain at the forefront of transformational change.

Versatile – We evolve with the times while staying true to our essence. Our ability to adapt and integrate new ideas without losing our identity empowers us to succeed in an ever-changing world. By balancing tradition with innovation, we remain relevant, dynamic, and impactful.

Empathetic – Integrity, respect, and inclusivity define our approach. We create a culture of trust and transparency, treating everyone with dignity and compassion. By fostering an environment where every individual feels valued and heard, we enable collective success and shared growth.

6. KEY RESPONSIBILITIES

The responsibility of the Special Educator would include, but are not limited to –
Student Support & Intervention

- Identify students with special educational needs through observation, assessments, and referrals.
- Design, implement, and review Individual Education Plans (IEPs) and learning support strategies.
- Provide in-class and pull-out support for students requiring academic, behavioural, or emotional assistance.
- Support students with learning difficulties, developmental delays, ADHD, ASD, dyslexia, and other learning needs. Teaching & Learning
- Adapt curriculum, instructional methods, and assessments to meet individual learning needs.
- Use differentiated teaching strategies and assistive technologies to support learning.
- Monitor student progress and maintain detailed records of interventions and outcomes.

Collaboration & Communication

- Work collaboratively with subject teachers to implement inclusive classroom practices.
- Coordinate with school counsellors, therapists, and external specialists when required.
- Communicate regularly with parents regarding student progress, strategies, and support plans.
- Participate in parent meetings, case conferences, and review meetings.

Assessment & Documentation

- Conduct baseline assessments and ongoing evaluations of students' academic and developmental progress.
- Prepare reports, documentation, and progress summaries as per school requirements.
- Ensure confidentiality and ethical handling of sensitive student information.

Professional Development & School Engagement

- Stay updated with best practices in special education and inclusive teaching methodologies.
- Participate in staff meetings, training sessions, and professional development programs.
- Support school initiatives related to inclusion, wellbeing, and student support services.
- Uphold safeguarding policies and the school's code of conduct at all times.

7. QUALIFICATIONS / REQUIREMENTS

- Bachelor's or Master's degree in Special Education / Psychology / Education or a related field.
- Certification or Diploma in Special Education (RCI-recognized preferred).
- Prior experience working as an SEN / Learning Support Teacher, preferably in an international or inclusive school setting.

- Ability to inspire, motivate, and engage students.
- Commitment to continuous learning and professional growth.

8. COMPETENCIES / SKILLS

- Strong understanding of inclusive education and differentiated instruction.
- Excellent communication and interpersonal skills.
- High level of patience, empathy, and emotional intelligence.
- Ability to work collaboratively in a multidisciplinary team.
- Strong organizational and documentation skills.

9. GENERAL REQUIREMENTS

- Adherence to all organizational policies is mandatory.
- The elements contained in this job description are subject to amendment as the needs of the school/organization change.
- Any other duties that go naturally, customarily and conventionally with the work and job of Special Educator are implied in the effective and smooth running of the school/organization and/or such other professional duties, responsibilities or assignments as GDG may delegate from time to time as, it may, deem appropriate.

In addition to the above, responsibilities will include any other tasks/assignments or work assigned by the Principal/Administrator/Management/Respective CXO/Promoters.