

THE LAWRENCE SCHOOL

SANAWAR-173202 (SHIMLA HILLS) HP, INDIA

**Board of Governors (BOG) invites application for the
position of**

HEADMASTER/HEADMISTRESS

The Lawrence School, Sanawar is a leading co-educational residential public school from Class V to Class XII, established in 1847 and affiliated to CBSE.

The School is one of the leaders in the field of co-education that encourages scholarship, independent thought and effective learning habits through a coherent and balanced curriculum. The applicant should be:

Educational Qualification:

A post graduate and have a teaching degree or equivalent qualification.

Age Preference :

45 years to 55 years.

Experience:

Preference will be given to candidates who:-

Have preferably held the position of Headmaster/Headmistress or Deputy Headmaster/Deputy Headmistress or a similar senior leadership position for at least three years, preferably in a co-ed residential school.

Have an experience of modern teaching practices and integrating technology for enhancing learning outcomes.

Have experience in developing a framework for understanding, monitoring and improving education quality and transforming this understanding into implementable projects.

Have experience in planning / developing infrastructure required for a conducive environment for teaching and learning

Salary and Allowances:

Salary compatible with that of leading boarding schools of the country, the perks include furnished accommodation, car with driver for official use, domestic staff, gratuity, reimbursement for medical treatment, medical insurance and LTC.

Applications should be sent to the address given below in the prescribed format available at www.sanawar.edu.in within 45 days of publication of advertisement. All information provided will be kept confidential.

ONLY SHORTLISTED CANDIDATES WILL BE CALLED FOR INTERVIEW

**The Chairperson
The Lawrence School (Sanawar) Society
C/O The Secretary (SE&L)
Govt. of India, Ministry of HRD Deptt. Of School Education & Literacy 124 'C'
Wing, Shastri Bhawan
New Delhi-110001**

Application Procedure:

From date of publication of advertisement, candidates are invited to download the application form and send it to the Chairperson, Search Cum Selection Committee by the stipulated date, under a cover letter.

The complete application will consist of:

1. Cover Letter, which explains how the skills, training, experience, and interests of the candidate align with the need of the school, and in particular, with the requirements indicated under preferences in the advertisement (limit 2 pages).
2. The application in the format downloaded from the website.
3. A detailed CV of the candidate.

Note:-

1. Where no Division / Grade is mentioned, clarification should be given in the 'Remarks' column.
2. Give relevant additional information / excellence in sports or cultural activities.
3. Give details of Scholarships and Fellowships or Medals won.

16. Present Position:

Name of Post	Name of Institution / Organisation	Date of Appointment	Present Grade	Total Emoluments

17. Appointments held before joining the Present Position:

S No	Name of Post	Name and address of Institution / Organisation	Duration.		
			From	To	Years

18.	Total Job experience in years:
19.	Present Salary along with Perks:
20.	Salary Expected:
21.	Any additional relevant information you will like to furnish regarding sports / co-curricular activities:
22.	Name, Designation, Office address and Phone number of three persons familiar with your work / professional experience to whom reference could be made:
23.	Time needed to join the position, if selected: (months)
24.	Other particulars, if any:

Date:
Place:

Signature of Applicant