

Teacher's Job Description

www.FEAIndia.org

About FEA

Freedom Employability Academy (FEA) is a charitable trust and provides free education in North India to students above the age of 18. The FEA curriculum teaches English, Digital Literacy and builds productive and ethical mindsets. FEA does not charge money from students or their families.

FEA's a one-year duration program helps youth become employable in productive service sector jobs. Cumulatively, more than 6 Lac students have enrolled in FEA since its inception in 2010.

The FEA course has a tremendous social impact and FEA teachers have a vital role. Every year each teacher can guide and shape destiny and improve the lives of 55 - 60 youth and their families. FEA provides teachers an opportunity to serve the nation while earning money for themselves.

Job Eligibility Criteria

- Minimum qualification: Graduation in any discipline
- Ability to understand and communicate in basic English
- Must commit to a 1-year employment period. Do not use FEA as a time pass while waiting for Government jobs. Please do not try to get a job at FEA unless you are fully committed.
- Willingness to relocate to a branch 20+ km from hometown (accommodation support provided)
- Own a mobile phone and two-wheeler/ cycle to be able to reach the branch.

We believe in equal opportunity for all. Candidates without prior experience are welcome. FEA is a merit-based employer. All genders, castes and communities are welcome.

Salary, Bonus and Benefits

- Before you even start working, FEA will spend Rs. 50,000 to Rs. 1 Lac on you to train you.
- Starting Salary: Rs. 14,500/month for teachers hired at CEFR B2 English proficiency level and Rs. 14,000/month for teachers hired at CEFR B1 level.
 - Teachers achieving CEFR B2 within 6 months of joining will have their salary revised to Rs. 14,500/month, with an arrear of Rs. 500 per month paid from the date of joining. Teachers who do not achieve B2 within 6 months are ineligible for a salary revision during the current cycle.
- Salary increased to Rs. 16,500 per month at the beginning of the second curriculum cycle, based on meeting performance criterion.

Teachers can earn **incentives of up to Rs. 25,000** every year based on attendance their performance and cycle completion.

Monthly Attendance Incentive (Paid Quarterly): Paid every quarter based on your students' average monthly attendance for that quarter.

- 55–65% attendance: Rs. 750/month (Rs. 2,250/quarter)
- 66–79% attendance: Rs. 1,100/month (Rs. 3,300/quarter)
- 80% and above: Rs. 1,500/month (Rs. 4,500/quarter)

Cycle Completion Bonus: Rs. 7,000 on achieving at least 40 B1 graduates.

Maximum Annual Incentive: Rs. 25,000 (Rs. 18,000 attendance + Rs. 7,000 cycle completion).

Only FEA employees can receive bonus, and it is paid upon completion of the curriculum cycle.

- Many opportunities for promotion after completion of the first cycle are available. FEA promotes managers from within, and competent teachers will have the opportunity to earn more money as well as gain senior managerial positions.
- Travel Allowance: Petrol reimbursement for teachers whose homes are 5+ km from branch
- Accommodation Allowance: Up to Rs. 3,000/month if relocated 20+ km for work
- Paid leave and medical insurance provided.

Job Responsibilities

- Travel to and teach at local villages.
- Mobilize (find) new students in areas near the branch so that the branch has 60+ students.
- Conduct 3 classes of 2 hour 20 mins daily, each with 20 students.
- Handle 30 minutes of administrative tasks daily.

- Ensure full engagement with FEA's curriculum focused on English and core employability skills.
 - Participate in training at FEA's Lucknow Staff Training Campus, Gahru. Type FEA Gahru in Google maps to see location of the campus.
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Job Details

- **Job Type:** Full-Time.
 - **Work:** 6 days a week.
 - **Hours:** 8 hours per day in split shift between 6:00AM to 8:00PM depending on student availability.
 - **Location:** To be assigned by FEA.
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Training Details

Residential training at FEA Lucknow Staff Training Campus is compulsory for all.

Duration of training:

A) Adequate English Skills For candidates with adequate English skills (CEFR B1 & B2) FEA Teacher INDUCTION training will be completed in 32 days and they will be paid a stipend of Rs. 250 per working day.

B) Inadequate English Skills For candidates with inadequate English skills (CEFR A0, A1, A2) on average an additional 50 days of Intensive English training will be required before they can start the FEA Teacher INDUCTION training. These candidates will also be paid a stipend of Rs. 250 per day for a maximum of 60 days. Each candidate will be individually assessed and estimated duration of training will be communicated. FEA will provide all tools necessary for speedy learning. Such candidates can earn a bonus of Rs. 3,000 by working day and night on improving their English skills and completing their Intensive English training within 50% of the time the trainer assesses.

Note- The daily stipend will be paid in 2 phases. For the first three weeks of training, the stipend will be paid weekly. Any stipend earned beyond this period will be held back and released only once the candidate is hired by FEA. The withheld balance will be paid in three equal monthly instalments over the candidate's first three months of employment. Candidates who are not hired will not receive the withheld balance.

Training Schedule: Monday–Saturday. Sunday off.

- Free meals, lodging, and train ticket (sleeper class) provided by FEA
- No external academic or job commitments allowed during induction training.

Teachers come to Lucknow every 2-3 months, for ongoing training depending on performance.

Important Notes

Dishonesty Policy: FEA has zero tolerance for dishonesty. This policy is strictly enforced, and everyone should always keep this in mind. We conduct frequent random audits and use CC cameras to ensure compliance with zero tolerance for dishonesty policy. This means employees will be terminated if they falsify data, lie or steal etc.

Substance Policy: No gutka, pan masala, tobacco, khaini, alcohol, or intoxicants permitted at Lucknow Staff Training Campus or at any FEA branch.