

# ***Head of Academics***

At UWC Mahindra College, Pune (India)  
for the academic year starting in August 2025

# About UWC Mahindra College



[The Mahindra United World College of India \(MUWCI\)](#) is a not-for-profit pre-university residential high school for 240 students aged 16 to 19 from more than 80 countries. The

College offers a globally recognised two-year International Baccalaureate Diploma Programme taught by 30 faculty members from around the world. Nestled in a 175-acre biodiversity reserve, MUWCI strives to create responsible, environmentally-conscious, service-oriented changemakers.

*A truly international community of learners and leaders*

*Teaching responsibility & service through action*

*Over 80 per cent students on scholarships*

*Residential college located in a biodiversity hotspot*

*Emphasis on sustainability*



Working at MUWCI means that you believe in the promise of a better world. If you want to educate the brightest, boldest, most caring and ambitious minds and hearts from around the globe and be part of a community of learners and supporters - please join us. Whether you teach, maintain the campus, or work in our offices, you are recognised for your talents and skills and become part of a movement to educate for a more peaceful and sustainable future. MUWCI values candidates who are drawn to the particular educational experience and mission of the United World Colleges.

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. MUWCI is committed to safeguarding and promoting the welfare of children and young people under its care.

We offer all employees a competitive compensation and benefits package, including opportunities for professional development. MUWCI welcomes qualified applications from individuals from a diverse range of backgrounds and we are proud to be an equal-opportunity workplace. We celebrate diversity and are committed to creating an inclusive environment for all employees.

# Role overview



**Start Date: 1st August 2025**

- Reports to Deputy Head of College

The Head of Academics (HoA) is responsible for the effective planning, management and execution of MUWCI's academic programmes. Reporting directly to the Deputy Head of College, the HoA will oversee curriculum development, faculty coordination and student learning experiences. This role includes IBDP Coordinator responsibilities, ensuring compliance with IB standards and regulations and supporting faculty in delivering a high-quality academic experience. A limited teaching role is preferred to foster closer engagement with students.

The ideal candidate should be passionate about education, experienced in leading academic programmes, and eager to engage in a residential learning environment.

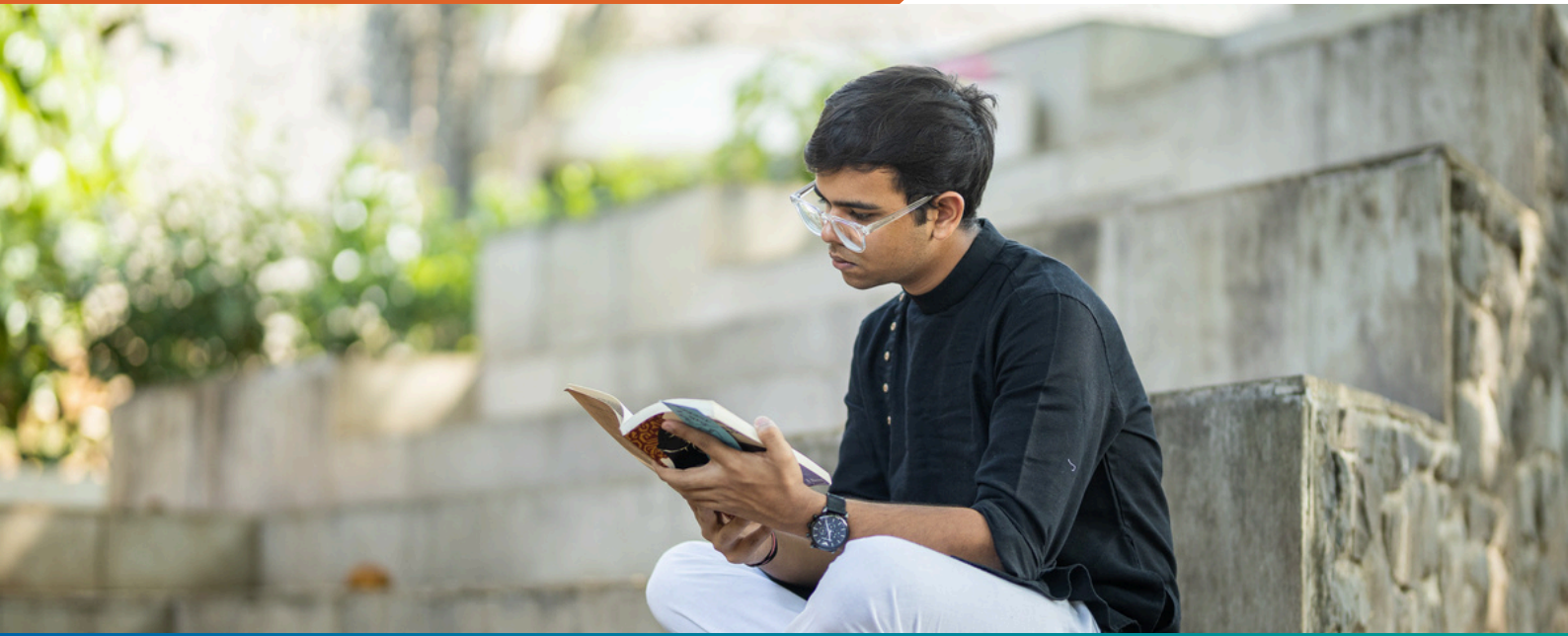
# Role overview



## Qualifications & Experience

- Master's degree in Education or a relevant field.
- At least 7-10 years of international IBDP teaching experience, including 3-5 years in academic leadership roles (e.g. as an IBDP Coordinator, Head of Department, or equivalent), preferably in a residential school setting.
- Prior leadership experience in academic administration is preferred.
- Strong expertise in curriculum planning, faculty development and assessment strategies.
- Conversant with contemporary educational pedagogy, technology and available learning tools.
- Ability to mentor and support faculty in teaching excellence and evaluation.
- Excellent communication, leadership and relationship-building skills.
- Internationally minded and culturally sensitive to students from diverse backgrounds.
- Willingness to actively participate in and contribute to all campus and student activities.

# Key responsibilities



## Key responsibilities:

- Lead academic operations and ensure seamless execution of MUWCI's academic programmes.
- Oversee the IBDP curriculum and ensure compliance with the UWC Guiding Principles and the IB standards.
- Develop and manage the academic calendar and key dates, evolve and develop changes in the timetable, and ensure a fair faculty workload distribution and balanced study and rest schedules for the students and faculty.
- Coordinate with the Heads of Groups, Learning Support, Librarian and Registrar to optimise teaching and learning.
- Design and implement Faculty Professional Development Programmes.
- Support students with academic guidance, including mediation between students and faculty when needed.
- Oversee academic reporting and regular student performance tracking to ensure all students successfully complete the IB Diploma Programme.
- Collaborate with the Head of Experiential Learning, Head of Student Life and Well-being Psychologist to ensure student well-being.
- Manage and support the University Guidance Counsellor and the Library team to ensure their effective contribution to academic operations and the overall student support system.
- Oversee faculty hiring, orientation and the development and execution of performance evaluation metrics.
- Represent MUWCI in UWC conferences, IB meetings and educational forums.

# How to apply



Interested applicants should submit the following to the Head of College, Gaurav Chopra, at [vacancies@muwci.net](mailto:vacancies@muwci.net):

- Curriculum Vitae (CV)
- Cover letter outlining how your qualifications and experience align with the position
- Details of two references (professional relationship, dates of employment, telephone and email contacts)

## Child Protection & Safeguarding

MUWCI is committed to the highest standards of child protection and safeguarding. We adhere to best recruitment practices and expect all employees to uphold these standards.

## Compensation & Benefits

MUWCI offers a competitive salary and benefits package, along with opportunities for professional development. We welcome applications from diverse candidates who align with our mission and values.

**Application Deadline: 28th February 2025**