



## **JOB DESCRIPTION**

**Role:** Lead Teacher (LT)

**Experience:** Minimum 2 years of teaching experience **or** MA Education/ M.ED/ B.Ed (Rural experience will be an added advantage)

**Location:** North-East India

**Annual Salary:** INR 3,60,000-4,20,000 (CTC)

**Reporting:** Local Sunbird Leadership and Chief Operating Officer

### **About Sunbird:**

Sunbird Trust is a non-religious and apolitical not for profit organization. Through the medium of education, it helps build bridges between various communities in conflict affected North East India and between people here and their countrymen elsewhere in India. Reaching out to the most underserved communities, irrespective of religion, caste or race, Sunbird Trust works to bring about lasting peace and understanding for a better future of self-reliance, dignity and hope

### **Job Description:**

Sunbird Trust is looking for a dedicated candidate to join our team in North East India as a Lead Teacher at some of our partner schools. The LT is responsible for conducting classes, teacher training, assisting and guiding school teachers in lesson plans, terms plans and annual plans, designing and participating in school activities to not only develop academic skills of the students but also the soft skills. Given Sunbird Trust's holistic engagement with local communities, the LT will also assist the Sunbird leadership team to monitor, supervise and report on all local projects of education, infrastructure and community work at the location.

### **Responsibilities**

#### **1. Academic and Non-Academic Interventions at the School**

- To take instructional classes across a few grades &/or subjects as a teacher
- Assist the school leadership in modeling effective lessons and instructional strategies to local teaching staff
- Assist the school leadership in creating instructional material and resources from local limited resources for classroom use.

- To assist local teachers in planning and curriculum development and ensure it is done in a timely and relevant manner
- To assist in training for the teachers throughout the year that is both, skills-and need-based
- Build capacity in local teachers in relevant and best practices of pedagogy and classroom management through training, observation & feedback sessions.
- Assist the school leadership in developing a contextual education program to ensure improved student learning outcomes
- Plan and execute curricular, co-curricular and cultural programs at school for holistic development of the students.

## **2. Build Stakeholder Engagement**

- Build meaningful connect between Sunbird and the community through home visits and targeted conversations
- Build and maintain the relationship with the local Armed Forces units, village authorities and civil administration
- Building awareness about Sunbird Trust and its objective within in the beneficiary communities.
- Build and develop awareness about education in the community and encourage families to engage their children with learning and education
- Identify potential students in the community to recommend for sponsorship for higher education/skill development courses
- Initiate and engage in community events at your base location to integrate with the community and understand the local culture and tradition

## **3. Organization Level Responsibilities**

- LTs along with other SLs/ ASLs/ LTs from other locations may be required to work on building centralized projects or modules for the organization
- Maintain regular communication with your managers about progress of work through a weekly call
- Maintain updates about all the academic and non-academic activities carried out at your location with high resolution pictures and videos
- Assist the Sunbird leadership at location & at HQ in writing project proposals, project update reports and meticulously maintain all documents related to the various projects.
- Assist the local Sunbird leadership in maintaining and updating all sponsorship related documents and data base.
- Identify and recommend resources needed at school for holistic development of the students.

- Perform field visits to potential new locations for need assessment, report updates of the same and make recommendations for interventions.
- Supporting the M&E team in data collection which includes assisting in conducting surveys, interviews, FGDs
- Assist the Sunbird leadership at location in regularly capture data on Sunbird's M&E tools and create and execute capacity building modules for founders and local teachers to train them in recording, collecting and presentation of the data
- Plan and participate in all organizational programs as required
- Identify potential local youth to enroll for the Sunbird's NEST fellowship
- Conduct need assessment to identify potential gaps in basic requirements of the community and bring it to the knowledge of the organization to initiate actions as appropriate

#### **4. Hostel Operation Responsibilities (as applicable)**

- Interact with hostel students regularly to assess their needs and issues and build connections with them. Conduct regular meetings with hostel wardens to improve the hostel programme.
- Design & implement academic and non-academic programmes for hostel students post school hours with an aim to nurture talent in the areas of sports, arts and agriculture.

### **Skills and Qualifications**

#### **Qualification:**

Bachelor's Degree with 2 years of teaching or school education-related experience.

#### **Required Skills:**

- A. Teaching & classroom management
- B. Good listening and observation skills
- C. Capacity building ability (transferring skills and knowledge)
- D. Stakeholder management
- E. Leadership and development skills
- F. Team Management
- G. Documentation skills like report writing and proposal writing
- H. MS Office proficiency
- I. A proactive approach to problem-solving with strong decision-making skills.
- J. Strong verbal and oral communication skills

#### **Must Have Mind Set of:**

- A. Integrity
- B. Team Player with good interpersonal skills
- C. Proactiveness, Flexibility and adaptability

### **Good to have but not mandatory**

Professional degree in Education/Development or related fields

### **Selection Process**

1. Shortlist based on applications
2. Reference check
3. Pre-work
4. Interview(s)

### **HOW TO APPLY?**

Send us your cover letter and CV to [careers@sunbirdtrust.com](mailto:careers@sunbirdtrust.com) to apply.

1. Ensure that the subject line of the email is  
**<Lead Teacher\_Your Name>**
2. Ensure that your CV is mailed to us as  
**<Lead Teacher\_Your Name\_CV>**