



**Role:** Learning and Development Coach – Teacher Training & Skilling Academy

**Experience:** Minimum 5 years of Core Teacher Training, Curriculum Designing and School leadership experience

**Location:** Mechuka, Shi-Yomi District, Arunachal Pradesh

**Annual Salary:** INR 7,80,000 – 8,40,000 (CTC)

**Reporting:** Head - Teacher Training Academy

### **About Sunbird**

Founded in December 2014, Sunbird Trust is a non-sectarian, non-religious NGO working with the objective of Peace through Education in insurgency-affected parts of North East India. It seeks to educate and empower lesser-resourced youth in the conflict zone thereby steering them away from possible radicalization against our country and leading them to self-sufficiency and supporting their entire families. Towards this end, Sunbird Trust runs a child sponsorship programme and helps build schools and hostels in the project areas in 6 North East Indian states. Some achievements of the Trust are as below:

- Positively impacts the lives of over 10,000 people in its project areas
- Sponsors the education of over 7000 children in 52 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 10 schools and 10 hostels
- Team of 38 professionals including Teach for India and Gandhi Fellows and Master's in education and social work
- Selected amongst the top 100 from over 2,300 NGOs for the award of the EdelGIVE Grow Fund (March 2022)
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual "Stories of Change" competition.



## Job Description

Sunbird Trust is looking for a dedicated candidate to join our team in Arunachal Pradesh as an Assistant – Teacher Training & Skilling Academy. The candidate will be responsible for the effective management, operations and administration of the Teacher Training Academy at Mechuka in Arunachal Pradesh.

Reaching out to the most under-resourced 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. As part of this powerful movement of Peace through Education in conflict-affected areas of Northeast India, we expect that as a Sunbird Team Member you will be able to:

- Engage empathetically with local communities to build bridges of trust and friendship
- Work passionately in, with and for marginalized rural communities. Look beyond education to envisioning and facilitating holistic and sustainable development of the community
- Exhibit willingness and sensitivity to work in multi-cultural and multi-ethnic communities, preserving the dignity of the locals
- Invest all stakeholders including members of the local community, school staff, our school children, partners, donors and Armed Forces, in Sunbird's mission
- Live in a remote, low-resource and challenging environment, with limited electricity, phone network and road communication.
- Stretch well beyond the call of duty and possess ownership of the mission
- Proactively problem solve under uncertainties and be self-driven
- Seek growth in one's ability through continuous learning, reflection, and feedback

- Exhibit strong leadership by example and relentlessly seek opportunities to improve processes in the system
- Assist to make organizational processes more robust and effective
- Contribute effectively to team building and bonding among team members

### **Roles & Responsibilities**

Provide comprehensive academic, administrative & logistics support to the Head of Teacher Training Academy

### **Curriculum Design**

- Collaborate with the Head to identify training needs and objectives.
- Design and create a comprehensive curriculum for training sessions, ensuring alignment with educational standards and goals of the program.
- Execute and facilitate training sessions for teachers, ensuring a dynamic and participatory learning environment.
- Develop engaging and interactive training materials, including presentations, handouts, and multimedia resources that enhance the effectiveness of training programs
- Prepare a list of TLMs required at the TTA and procure them as per the approved proposal budget.
- Collaborate with the extended team to ensure that materials align with the academy's curriculum and objectives (contextualisation)

### **Training Coordination**

- Work closely with the Head to develop a detailed training schedule, taking into account various topics, sessions, and activities.
- Assist in organising logistics for training sessions, including venue setup, materials preparation, and coordination with external trainers or speakers.

- Communicate with participants, providing pre-training information, schedules, and any necessary resources.
- Engage with participants through various channels, such as email, social media, and newsletters.
- Act as a point of contact during training sessions, addressing participant queries and ensuring a smooth flow of activities.
- Collaborate with the Head to assess and adjust the training program in real time based on participant feedback and needs.
- Maintain accurate records of participant attendance, feedback, and performance assessments.
- Work closely with other team members, including trainers and administrative staff, to ensure a collaborative and efficient working environment.

### **Impact Monitoring and Improvement**

- Prepare Baseline and End line monitoring templates (contextualized to the target audience and the curriculum so created)
- Develop and implement assessment tools to measure the impact and effectiveness of the training sessions.
- Collect and analyze data on participant performance, satisfaction, and overall training outcomes.
- Prepare reports summarizing key findings and insights from the impact assessments.
- Collaborate with the Head and other stakeholders to identify areas for improvement in the training program.
- Propose and implement adjustments to the curriculum and training approach based on assessment results and feedback.
- Incorporate feedback from previous training sessions to enhance the curriculum.
- Assist the central M&E team in creating systems and processes to capture impact

### **Administrative work**

- Create a robust and relevant bank of pictures and video of all the activities of the TTA.
- Assist the head to ensure donor and other external stakeholder visits as and when required and planned.
- Work closely with various location team members and sponsorship team in reaching out to potential teachers from our partner schools outside Arunachal Pradesh (more specifically in Manipur, Assam, Nagaland, Meghalaya) and invite the identified teachers for training sessions most suited to their context.
- Ensure all hard assets created at the TTA are maintained in good condition and report for any repair/renovation requirements from time to time.
- Coordinate with external vendors and partners to ensure successful event execution.
- Liaison with local system leaders within Arunachal Pradesh Government Education department, DIETs and other educational stakeholders to ensure smooth operations of the Academy.

Apart from the above direct responsibilities you will also work closely with the education specialists stationed in Arunachal Pradesh and collaborate with them on all educational projects undertaken by them for holistic development of our partner schools in Arunachal.

Assist and participate in all organisation level activities and programme in AP and other NE states.

## Qualifications

Master's Degree in any field with 5-6 years of core teacher training, curriculum designing and school educational leadership experience. Degree in Education would be an added advantage.

## Required Skills

- Teaching & classroom management
- Deep understanding of Curriculum designing
- Good listening and observation skills
- Capacity building ability (transferring skills and knowledge)
- Stakeholder management
- Leadership and development skills
- Team Management
- Documentation skills like report writing and proposal writing
- MS Office proficiency
- A proactive approach to problem-solving with strong decision-making skills.
- Strong verbal and oral communication skills

## Must-Have MindSet

- Commitment & strong Integrity
- Team Player with good interpersonal skills
- Proactiveness, Flexibility and adaptability
- Ability to assimilate in local culture and way of life.



## Application Process

1. Preliminary screening of profile
2. Reference Check
3. Pre-work
4. Personal Interview(s)

## HOW TO APPLY?

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>