

Role: HEAD – Teacher Training & Skilling Academy

Experience: Minimum 8-10 years of Core Teacher Training, Curriculum Designing and School leadership experience

Location: Mechuka, Shi-Yomi District, Arunachal Pradesh

Annual Salary: Commensurate to experience and qualification

Reporting : Director - Community Development & Project Head – Arunachal Pradesh

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 2,00,000 people in its project areas
- Sponsors the education of over 9000 children in 100 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 13 schools and 21 hostels
- Team of 45 professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- 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
- In September 2024, renewed the GREAT PLACE TO WORK accreditation

Roles & Responsibilities:

As the Head – Teacher Training & Skilling Academy your responsibilities would be broadly as follows

1. Create a holistic implementation plan as per the proposed budget for the Teacher Training Academy (TTA)
2. Collaborate with the Education Specialists from the organisation and create a contextual curriculum for the TTA. (You will have access to the Sunbird Trust Teacher Training Curriculum as an additional resource)
3. Assist the Project Head in planning, designing and implementing all the infrastructure development work at the centre in order to operationalize the same as TTA.
4. Develop a training schedule in line with the terms agreed upon in the proposal with the donor.
5. Spearhead the implementation of the Teacher Training Academy at Mechuka under the Axis Bank CSR support as per the approved proposal budget.
6. Assist the Project Head and work closely with Central HR headed by the COO in recruiting various staff members for the training centre.
7. Procure all hardware and other assets approved under the Axis Bank budget for the training centre
8. Plan and implement all logistical requirements of the academy.
9. Ensure all the residential facilities at the training academy are kept in prime condition for incoming trainees.
10. Co-Author with the Project Head all donor reports and ensure they are prepared on a timely basis in close coordination with the central fund-raising team and CEO.
11. Work closely with the central M&E team in creating systems and processes to capture impact
12. Ensure all hard assets created at the TTA are maintained in good condition and report for any repair / renovation requirements from time to time.
13. Conduct regular training sessions in line with the approved budget and curriculum created for the TTA.
14. Prepare Baseline and End line monitoring templates (contextualized to the target audience and the curriculum so created)
15. 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.

16. Prepare a list of TLMs required at the TTA and procure them as per approved proposal budget.
17. Prepare a detailed SOP for conducting training sessions. SOP should cover all aspects right from identification of target teachers to completion of training programme and issuance of certificate.
18. Lead the support staff at the TTA in ensuring each training session is conducted as per prepared SOP.
19. Lead the support staff at the TTA in planning all travel, accommodation, boarding needs at the TTA
20. Prepare a plan to conduct on-line training session (offline sessions may not be feasible during certain seasons in the year) to ensure we meet our target to train at least 1000 teachers from NE India (Government & Private schools) at the TTA.
21. Assist the Project Head in planning and budgeting for all expenses of the TTA as per approved budget from the donor.
22. Prepare detailed annual report on the performance of the TTA with data as captured under a M&E plan.
23. Create a robust and relevant bank of pictures and video of all the activities of the TTA.
24. Design suitable end of training assessment which would enable us to capture training efficacy and grade participants for certification.
25. Coordinate with central team to ensure donor and other external stakeholder visits as and when required and planned.
26. 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 8-10 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)
- Facilitation/execution skills
- 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

Being a very low resource & remote location candidates must have the following Mind Set

- 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:

- Preliminary screening of profile
- Reference Check
- Pre-work
- Personal Interview(s)

HOW TO APPLY?

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