



**Title:** Assistant School Leader

**Experience:** 5-6 Years (Teaching, Training & Leadership at a school) OR 3-4 years (Teaching, Training & Leadership at a school with MA Education/ M.Ed)

**Location:** Manipur

**Reporting to:** Chief Operating Officer

**Compensation:** INR 7,20,000 (CTC)

### About Sunbird Trust

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

## **Job Description**

Sunbird Trust is looking for a dedicated candidate to join our team in North East India as an Assistant School Leader. The ASL is responsible for the effective management, operations and administration of the school. Given Sunbird Trust's holistic engagement with local communities, the ASL will also monitor, supervise and report on all local projects of education, infrastructure and community work at the location.

## **Roles & Responsibilities**

### **Academic and Non-Academic Interventions**

- Model effective lessons through regular classroom teaching
- Take at least one instructional class in any subject/ grade
- Build capacity in local teachers in relevant and best practices of pedagogy and classroom management through contextual teacher training modules, observation & feedback sessions, external training support if required and mentorship of the local teaching staff on a regular basis.
- Develop 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 child
- Co-create structures and processes for effective management, operations and administration of the school
- Work closely with the school founders to build up the financial processes of the schools
- Work closely with local school partners in their capacity building in the areas of HR, Administration and school management
- Identify, design, plan and execute all necessary infrastructure development for the school and community

- Plan and conduct regular Parent Teacher Meetings to enhance interaction and participation of various stakeholders

### **Manage Hostel Operations**

- Interact regularly with hostel children to assess their needs and issues and build connections with them
- Conduct regular meetings with Hostel Warden(s) to improve the hostel program
- Design & implement academic and non-academic programmes for hostel students post school hours to nurture talent in the areas of sports, arts and agriculture

### **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 the beneficiary communities

### **Build Community Engagement & Development**

- Build and maintain meaningful relationships with the local community in and around the village where you are based
- Build and develop awareness about education in the community and encourage families to engage their children with learning and education
- Identify potential youth to start or continue the NEST (North East Sunbird Trust)
- Fellowship at your location aimed at empowering the local youth
- 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
- 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
- Drive initiatives to bridge the gap between financial access to education and livelihoods in the community

### **Organization Level Responsibilities**

- ASLs 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 the progress of work through on a weekly basis
- Write project proposals, project reports and other documentation of all projects and events happening at the location
- Maintain and update the database of the location with all related documentation and pictures Identify, assess eligibility and recommend a student for sponsorship
- Supporting the M&E team in data collection which includes assisting in conducting surveys, interviews, FGDs
- 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 presenting the data
- Plan and participate in all organizational programs as required

### **Qualifications:**

5-6 Years (Teaching, Training & Leadership at a school) OR 3-4 years (Teaching, Training & Leadership at a school with MA Education/ M.Ed). *A degree in Education would be an added advantage.*

### **Skill Requirements**

- Teaching & classroom management
- 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
- Proactive approach to problem-solving with strong decision-making skills.
- Strong verbal and oral communication skills

### **Must-Have Mindset**

- Integrity
- Team Player with good interpersonal skills
- Proactiveness, Flexibility, and Adaptability



## Application Process

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

## HOW TO APPLY?

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