



**Title:** Lead Teacher (LT)

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

**Location:** Manipur

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

**Compensation:** INR 5,40,000 (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 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 their 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.

## **Roles & Responsibilities**

### **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

### **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 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

### **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 the 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 & 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 presenting 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

### **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.

### **Qualifications**

Bachelor's Degree with 2 years of teaching experience. A degree in education/development or related fields 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
- A 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 check

## **HOW TO APPLY?**

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZtigt>