



**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, Arunachal Pradesh, Assam

**Reporting to:** Education Programme Manager

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

### **About Sunbird Trust**

Established in 2014, Sunbird Trust is a non-religious and apolitical not-for-profit organization working in remote and conflict-affected parts of North East India with the motto of 'Peace through Education'. It facilitates physical and financial access to education by building schools and hostels and providing child sponsorships. It engages with local communities in livelihood development and fostering peace, thus helping build bridges between people here and their countrymen elsewhere in India. A summary of some key achievements is as follows:

- Positively impacted over 4,00,000 people through its various programs, including education, community engagement, and relief work.
- Sponsors the education of over 12,000+ children in 114 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Built 14 Schools and 22 Hostels
- Team of 51 professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- Selected among the Top 100 NGOs across India for the EdelGive Fund Award (2022-24)
- Featured in the "Top 10 Stories of Change (2022-23)" an annual 'Stories of Change: Case Study Challenge' competition by Azim Premji University
- Achieved accreditation as a "Great Place to Work" since September 2023



## 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 the holistic development of the child
- Co-create structures and processes for effective management, operations and administration of the school
- Work closely with the school founder to build up the financial processes of the school
- 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
- Align school interventions with Sunbird's overall programme framework and goals

- Ensure programme interventions are contextualised to the specific needs of each school/community

### **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 connections between Sunbird and the community through home visits and targeted conversations
- Build and maintain relationships 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 for the SELF(Sunbird Emerging Leaders' Fellowship) programme at the 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 attention 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 centralised projects or modules for the organization
- Contribute stories of change (case studies of students, teachers, or communities) to strengthen reporting and donor communication.
- Maintain regular communication with your managers about the progress of work 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 students for sponsorship
- Support the M&E team in data collection, which includes assisting in conducting surveys, interviews, and 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>