

Title: 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

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

Compensation: Commensurate to experience and qualification

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.

- Team of 50+ professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- 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
- GREAT PLACE TO WORK accreditation since 2023

Roles & Responsibilities

Sunbird Trust is looking for a dedicated candidate to join our team in Arunachal Pradesh as Head – Teacher Training & Skilling Academy. The Trainer will be responsible for spearheading the Teacher Training Academy at Mechuka.

- Create a holistic implementation plan as per the proposed budget for the Teacher Training Academy (TTA)
- Revise, review and create a contextual curriculum for the TTA. (You will have access to the Sunbird Trust Teacher Training Curriculum as an additional resource)
- Develop a training schedule in line with the terms agreed upon in the proposal with the donor.
- Spearhead the implementation of the Teacher Training Academy at Mechuka as per the approved proposal budget.

- Assist the Project Head and work closely with central HR, headed by the COO in recruiting various staff members for the training centre.
- Procure all hardware and other assets approved for the training centre
- Plan and implement all logistical requirements of the academy.
- Ensure all the residential facilities at the training academy are kept in prime condition for incoming trainees
- Co-Author with the Project Head all donor reports and ensure they are prepared on a timely basis in close coordination with the central fundraising team and CEO.
- Work closely with the central M&E team to capture impact. Aim to continuously improve systems and structures of our MIS and M&E practices in line with learnings from our ongoing programme
- Ensure all hard assets created at the TTA are maintained in good condition and report any repair/renovation requirements from time to time
- Conduct regular training sessions in line with the approved budget and curriculum created for the TTA
- Prepare Baseline and Endline monitoring templates (contextualized to the target audience and the curriculum so created)
- 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.
- Prepare a list of TLMs required at the TTA and procure them as per approved proposal budget.
- Revise, review and create 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.
- Lead the team of trainers at the TTA in ensuring each training session is conducted as per prepared SOP
- Lead the team of trainers at the TTA in planning all travel, accommodation, boarding needs at the TTA
- Prepare a plan to conduct online training sessions (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
- Assist the Project Head in planning and budgeting for all expenses of the TTA as per approved budget from the donor

- Prepare detailed annual report on the performance of the TTA with data as captured under an M&E plan
- Create a robust and relevant bank of pictures and videos of all the activities of the TTA
- Design a suitable end-of-training assessment that would enable us to capture training efficacy and grade participants for certification
- Coordinate with central team to ensure donor and other external stakeholder visits as and when required and planned.
- 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 programmes 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. *A degree in Education would be an added advantage.*

Skill Requirement

- 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

Must-Have Mindset

- Commitment & 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
- Pre-work
- Personal Interview(s)
- Reference Check

HOW TO APPLY?

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



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PEACE THROUGH EDUCATION