

Title: Trainer - Teacher Training & Skilling Academy

Experience: Minimum 5 years of Core Teacher Training, Curriculum Designing and School Leadership experience

Location: Mechuka, Shi-Yomi District, Arunachal Pradesh

Reporting To: Head - Teacher Training Academy

Compensation: INR 7,80,000 - 8,40,000 (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.

- 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 Trainer – Teacher Training & Skilling Academy. The Trainer will be responsible for the effective management, operations and administration of the Teacher Training Academy at Mechuka in Arunachal Pradesh and providing comprehensive academic, administrative and logistics support to the Head - Teacher Training Academy.

1. Curriculum Design

- Collaborate with the Head to identify training needs and objectives
- Design and create a comprehensive curriculum for training sessions, ensuring alignment with educational standards and goals of the program
- Execute and facilitate training sessions for teachers, ensuring a dynamic and participatory learning environment

- Develop engaging and interactive training materials, including presentations, handouts, and multimedia resources that enhance the effectiveness of training programs
- Prepare a list of TLMs required at the TTA and procure them as per approved proposal budget
- Collaborate with the extended team to ensure that materials align with the academy's curriculum and objectives (contextualisation)

2. Training Coordination

- Work closely with the Head to develop a detailed training schedule, taking into account various topics, sessions, and activities
- Assist in organising logistics for training sessions, including venue setup, materials preparation, and coordination with external trainers or speakers
- Communicate with participants, providing pre-training information, schedules, and any necessary resources
- Engage with participants through various channels, such as email, social media, and newsletters
- Act as a point of contact during training sessions, addressing participant queries and ensuring a smooth flow of activities
- Collaborate with the Head to assess and adjust the training program in real-time based on participant feedback and needs
- Maintain accurate records of participant attendance, feedback, and performance assessments
- Work closely with other team members, including trainers and administrative staff, to ensure a collaborative and efficient working environment

3. Impact Monitoring and Improvement

- Prepare Baseline and Endline monitoring templates (contextualized to the target audience and the curriculum so created)
- Develop and implement assessment tools to measure the impact and effectiveness of the training sessions
- Collect and analyze data on participant performance, satisfaction, and overall training outcomes
- Prepare reports summarizing key findings and insights from the impact assessments
- Collaborate with the Head and other stakeholders to identify areas for improvement in the training program

- Propose and implement adjustments to the curriculum and training approach based on assessment results and feedback
- Incorporate feedback from previous training sessions to enhance the curriculum
- Assist the central M&E team in creating systems and processes to capture impact

4. Administrative Work

- Create a robust and relevant bank of pictures and videos of all the activities of the TTA
- Assist the Head to ensure donor and other external stakeholder visits as and when required and planned
- 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
- Ensure all hard assets created at the TTA are maintained in good condition and report any repair/renovation requirements from time to time
- Coordinate with external vendors and partners to ensure successful event execution
- 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 5-6 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)
- 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

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/fhiBoYadapZ4kZ9g9>