

**Title:** Lead Teacher (LT)

**Experience:** Minimum 2 years of teaching experience at a school

**Location:** Manipur, Arunachal Pradesh

**Reporting To:** Education Programme Manager

**Compensation:** INR 5,40,000 (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 North East India as a Lead Teacher. The LT is responsible for conducting classes, teacher training, assisting and guiding school teachers in lesson plans, term 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.

#### 1. Academic and Non-Academic Interventions at the School

- Take instructional classes across a few grades and/or subjects as a teacher
- Assist the school leadership in modelling 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
- Assist local teachers in planning and curriculum development, and ensure it is done in a timely and relevant manner
- Assist in training for the teachers throughout the year, which is based on both skills and the needs
- Build capacity in local teachers in relevant and best practices of pedagogy and classroom management through training, observation and 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 the holistic development of the students
- Align school interventions with Sunbird's overall programme framework and goals
- Ensure programme interventions are contextualised to the specific needs of each school/community

## **2. 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 and develop awareness about education in the community, and encourage families to engage their children in 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

## **3. Organization Level Responsibilities**

- LTs 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 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 the 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 the database
- Identify and recommend resources needed at school for the 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
- Support the M&E team in data collection, which includes assisting in conducting surveys, interviews, and FGDs
- Assist the Sunbird leadership at the location in regularly capturing 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 enrol for SELF (Sunbird Emerging Leaders' Fellowship)
- 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

#### **4. 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 a minimum of 2 years of school teaching experience. *A degree in Education (such as M.A. Education, M.Ed, B.Ed), Development, or related fields and/or experience working in rural contexts will be an added advantage.*

### **Skill Requirement**

- Teaching and 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**

- 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>

