

## **JOB DESCRIPTION**

**Position Title** : Head of Education  
**Reports to** : Head of Operations  
**Location** : Gurugram

We are looking for Head of Education, who will take care of Education portfolio of the organization in all 13 locations across 8 states, which includes:

- NORTH : Parwanoo (H.P.), Rudrapur (U.K.), Gurugram (Har),
- CENTRAL : Dewas (M.P.)
- WEST : Jawai, Jaisalmer, Sawai Madhopur (Raj), Nashik, Pune, Satara (Mah)
- SOUTH : Chennai, Hosur (T.N.) , Jodhalli (Dharwad, Kar)

Partner schools range from primary to senior secondary schools.

### **2. NATURE OF JOB:**

- Not office bound.
- Many responsibilities require the candidate to perform independently and thereafter implement along with location specific teams.
- Includes travel to locations of the adopted schools – mode of travel will be air/train depending on location.
- Travel could extend to 7 to 12 days/ month depending on school calendars.

### **3. KEY RESPONSIBILITIES**

#### **A. CAPACITY BUILDING OF TEACHERS:**

- I. Develop a methodology for assessing the strengths and weaknesses of all head teachers & remedial coaching teachers across locations. *(every locations or two locations combined have a head teacher to whom other teachers report to, head teachers will report to the head of education).*
- II. Train head teachers in administering this assessment on remedial coaching teachers attached to them.
- III. Develop consolidated training needs matrix of head teachers and remedial coaching teachers across locations and execution plan for addressing those needs.
- IV. Deliver the training plan thus developed by identifying appropriate resources

#### **B. STANDARDIZE TEACHING METHODOLOGY-**

- I. Design and standardize curriculum/activities for teaching in addition to prescribed state syllabus for improvement in general awareness and overall personality development of students; includes selection of teaching aids, introduction of new teaching methodology as and when required for teaching of key concepts across focus subjects of English, Maths and science across classes, develop standardized methodologies and thus ensure uniformity in teaching across locations. For e.g. In Maths in what various ways will the concept of division be introduced and what would be the teaching aids used against a particular methodology. Similarly, for difficult - to- grasp concepts in other subjects.
- II. Similar standardization approach to be applied towards – preparation of lesson plans, maintenance of teacher's diary/ reporting format by remedial coaching teachers and head teachers coaching for preparation of students for entrance exams to Jawahar Navodaya Vidyalayas, NTSE, NMMS exams etc.
- III. Ensure the implementation of above across locations.

C. Ensure **innovations in teaching methodologies** are incorporated into SNSF's education programme with necessary modifications, if any.

D. I. **Coordination with** regional teams for conducting Baseline and End line surveys at all locations.

II. **Ensure remedial teaching** at locations **as per results of the Baseline and End line tests**.

E. **Develop an annual extra-curricular activity plan** for every school/cluster of schools taking into account regional variations if any. Ensure execution of same through network of head teacher and remedial coaching teachers.

F. **Monitoring through physical visits**.

G. **Develop a distance/self-learning tool/process** for head teachers and remedial coaching teachers in collaboration.

H. Define & execute the career counselling process for 10th students (boys and girls) as a link to the scholarship program for diploma engineering.

**6. Support Head of Operations to report against the NITI AAYOG indicators of un sustainable development goal # 4 enlisted below (*paraphrased*):**

- Improve net enrollment ratio at elementary (class 1-8) and secondary (class9-10) school across SNSF partner schools.
- Attain high\* % correct responses on learning outcomes in language, Maths EVS for 5 students.
- Attain high\* % correct responses on learning outcomes in language, Maths, Science and Social Science for class 8 students.
- Reduce % of children in the age group of 6-13 years who are out of school across SNSF partner schools and their feeder schools.
- Improve average annual drop-out rate at secondary level.
- Ensure that girls and boys have access to quality early childhood development, care and preprimary education so that they are ready for primary education in Balwadis/Aaganwadis adopted by SNSF.
- Students across SNSF partner schools acquire the knowledge and skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.

**\* HIGH – TO BE DETERMINED**

**6. PROFESSIONAL AND OTHER QUALIFICATIONS:**

- Gender : Preferably female (willing to travel)
- Age : 35 – 50 years
- Education : M.Sc., B.Ed.
- Language Skills : Fluency in Hindi, English (written and oral); any other vernacular language of states where SNSF is working

- Computer skills : MS-Word, MS-Powerpoint, MS-Excel
- Experience:
  - ✓ 8 – 10 years of teaching experience.
  - ✓ Held position of principal / headmistress in reputed private school (of 10 / 10+2 level).
  - ✓ Experience of NGO education initiatives will be desirable.

**Personal Qualities**

- Positive attitude and high energy
- Maturity and emotional balance
- Tact and sensitivity to the needs of others
- Strong influencing skills
- Judgment, Decision Making & Problem Solving Ability
- Demonstrable ability to work well in a team
- Adaptable, flexible, proactive and innovative.
- High level of professionalism in conduct
- Ability to work under pressure and tight deadlines.