

FORTIFIED LEARNING ENVIRONMENT UNIT (FLEU)

MAIN DUTIES AND RESPONSIBILITIES

POST	FLE Primary School Coordinator
SALARY	Rs 25, 000
TRAVELLING	Rs 3, 000
DURATION	Twelve (12) months with possibility of renewal for another period of 12 months.
REPORTING TO	NGO.
PURPOSE	The FLE Primary School Coordinator provides psychological leadership in the school through the coordination of all Brain Based Education (BBE) interventions required specifically by the school and through the implementation and monitoring of a comprehensive, data-driven and BBE-inspired school guidance programme, aligned with the FLEU and school's mission to promote academic, social/emotional, and secondary school readiness, while ensuring equity and access for all students. This is done under supervision.
QUALIFICATIONS/ EXPERIENCE/ SKILLS	<ul style="list-style-type: none">• Bachelor's degree in Psychology and/or Counselling.• Experience working with vulnerable children.• Demonstrated ability to work with children, adults and families from vulnerable communities.• Good oral and written communication skills.• Ability to work in teams and be result oriented.• Proficiency in Microsoft Office.
DUTIES & RESPONSIBILITIES	<p>A. Student Success for all</p> <ul style="list-style-type: none">• To spend four (4) days in providing direct services and one (1) day in providing indirect services:<ul style="list-style-type: none">○ Direct services include, but are not limited to, school guidance core curriculum, student planning, small group counselling, and preventative and responsive services.○ Indirect services on behalf of students include, but not limited to, referrals for additional assistance and consultation/collaboration with the FLE Primary School Tutors, Educational Psychologist, parents, teachers, administrators, NGOs and other stakeholders to create a BBE learning environment promoting educational equity, access, and success for every student.• To use school data to identify individual students who do not perform at grade level and do not have opportunities and resources to be successful in school.

	<p>B. Promoting BBE School Climate</p> <ul style="list-style-type: none">• To work closely with the FLE Primary School Tutors, Educational Psychologist and other stakeholders to create a BBE-driven school climate.• To foster family and community partnerships to support the socio-emotional and academic development of all students.• To assist in the screening of children with special needs, and implement follow-up measures under the supervision of the Educational Psychologist.• To attend team meetings, as well as seminars on topics relevant to the client base, for Continuous Professional Development (CPD). <p>C. Leadership and Advocacy</p> <ul style="list-style-type: none">• To consult with teachers about building classroom connections, effective classroom management and the role of environmental factors in student success.• To consult with the FLE Primary School Tutors, school management, NGOs and relevant stakeholders to identify and resolve student issues, needs and problems.• To assist in analysing and reporting on outcomes of the school guidance programmes and goals. <p>D. Additional Job Functions</p> <ul style="list-style-type: none">• To perform any cognate duties.
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