

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Extended Programme Coordinator Fortified Learning Environment Unit (FLEU)
SALARY	Rs 25,000 per month plus salary compensation at approved rates.
ALLOWANCE:	Monthly travelling allowance at Rs 6000.
DURATION OF CONTRACT	Five years contract.
QUALIFICATIONS/EXPERIENCE/SKILLS	<p>Candidate should possess:</p> <ul style="list-style-type: none"> • Degree in a related field. • Experience in teaching and working with disadvantaged children. • Strong interpersonal and communication skills, as well as the capacity to work successfully with a wide variety of stakeholders in a varied community • Good ICT skills. • Strong leadership skills. • Ability to work in team and meet deadlines.
DUTIES & RESPONSIBILITIES:	<ol style="list-style-type: none"> 1.Ensure basic literacy and numeracy are taught by the FLE-EP Tutor in compliance with the pull-out system and according to MIE Training Toolkit and curriculum. 2.Supervise, motivate and support the FLE - EP Tutors to ensure that classes and courses are prepared implemented in a structured, accurate, timely manner and according to differentiated teaching methodology. 3.Ensure that the FLE EP Tutors receive necessary support and pedagogical materials to run classes in a creative manner. 4.Support the ongoing training and coaching of the FLE EP Tutors. 5.Ensure that child protection issues are promptly attended to as per existing protocols. 6.Ensure that learners facing hardship and adversity circumstances receive appropriate FLE support.

	<ol style="list-style-type: none">7. Liaise with the School Management, the Facilitator and other co-workers to ensure they are familiar with and remain abreast of the development of the FLE EP.8. Ensure that the FLE Tutors receive the necessary support, amenities and materials to run classes.9. Prepare agenda, convene routine meetings and communication platforms involving stakeholders, prepare notes of meetings and follow up actions and decisions at grass-root level.10. Report any case of students being in psychological distress for referrals.11. Create a relationship of trust with the FLE Tutors and School Staff.12. Coordinate the intervention of the FLE EP with other service providers.13. Coordinate after school intervention for the benefit of learners.14. Provide online learning support as may be required.15. Provide support for the organisation of other FLE Programme activities as may be necessary.16. Coordinate the preparation and organisation of extracurricular activities specially during school holidays for the holistic development of the learners.17. Performs tasks relevant to programme implementation such as, assisting in the posting of FLE EP Tutors, monitoring the attendance of FLE EP Tutors, compilation and submission of data and information, drafting reports and submitting same in a timely and accurate manner and attend meetings.18. Attend and support the organisation and implementation of continuous professional development, including training, capacity-building and health and wellbeing activities.19. Perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the roles ascribed to him/her.
--	---