

National Social Inclusion Foundation

SCHEME OF SERVICE

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| POST | Extended Programme Tutor Fortified Learning Environment Unit (FLEU) |
| SALARY | Rs 20,000 per month plus salary compensation at approved rates |
| TRAVELLING ALLOWANCE: | Refund of bus fares. |
| DURATION OF CONTRACT | Five years contract. |
| QUALIFICATIONS/EXPERIENCE/SKILLS | <p>Candidate should possess;</p> <ul style="list-style-type: none"> • HSC or equivalent qualification acceptable to the Council. • 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. • Capability to give children with activities that promote healthy development. • Capability to maintain classroom discipline and control. • Capability to offer children with a nurturing atmosphere. • Good ICT skills. • Ability to work in team. |
| DUTIES & RESPONSIBILITIES: | <ol style="list-style-type: none"> 1. Liaise with Head of School/Facilitators and other staff to organise the pull-out system. 2. Teach basic literacy and numeracy to learners with learning difficulties in small groups of learners through a pull-out system. 3. Support the socio-emotional development of learners and report cases of learners in hardship and adverse circumstances. 4. Use the tools, materials and teaching methods devised by MIE to successfully implement set learning objectives. |

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| | <ol style="list-style-type: none">5. Provide a wide range of support to learners through differentiated activities.6. Collect relevant data, keep updated records and submit regular reports such as attendance, term plans and activity sheets to the FLE Coordinator.7. Report to the FLE EP Coordinator any case of learners being in psychological distress while respecting professional secrecy.8. Work in an empathetic and encouraging manner to create trust and positive relationship with learners so that they gain in self-confidence.9. Assist and participate in the preparation and organisation of extracurricular activities specially during school holidays for the development of learners.10. Collaborate closely with the school staff to develop learning objectives and strategies to respond to the individual needs and capacity of the learners.11. Liaise with other co-workers and attend meetings/working session to coordinate intervention for the holistic development of the learners.12. Provide online learning support to learners as may be required.13. Provide support for the organisation of other FLE Programme activities as may be necessary.14. Attend continuous professional development, including training, capacity-building and health and wellbeing activities.15. 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. |
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