

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Primary School Coordinator Fortified Learning Environment Unit (FLEU)
SALARY	Rs 25,000 per month plus salary compensation at approved rates.
TRAVELLING ALLOWANCE:	Rs 3,000 monthly
DURATION OF CONTRACT	Five years contract.
QUALIFICATIONS/EXPERIENCE/SKILLS	Candidates should possess; <ul style="list-style-type: none">• A Bachelor's degree in Psychology and/or Counselling.• Experience working with vulnerable children.• 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
DUTIES & RESPONSIBILITIES:	<ol style="list-style-type: none">1. Guide the school management and staff in developing Brain-Based curriculum for learners.2. Assist FLE Primary School Tutors in implementing structured programme and activities with clear KPIs.3. Participate in the implementation of the pull-out system to identify the target beneficiaries.4. Supervise and ensure the implementation of individual education and development plans for learners.5. Ensure that records (assessment, progress, evaluation individual education and development plans etc.) of learners are accurately kept and updated.6. Monitor the implementation of programmes and activities based on set KPIs and metrics.7. Support the Primary School Tutors to deliver creative and differentiated activities to small groups of learners through a pull-out system and respond to their needs and capabilities.

8. Lead and attend meetings, case conferences and other forms of forums for coordination of different interventions and the work of different co-workers (Family Support Staff, Primary School Mentors, psychologists, School Teachers, School Management) with the child at the centre.
9. Advise on referrals for additional support or specialised interventions in consultation with the school management and FLEU team.
10. Assist the assessment of learners' progress and evaluation.
11. Provide direct support in special cases of learners in psychological distress and submit regular report accordingly.
12. Work closely with the Educational Psychologist and other stakeholders to create a BBE-driven school climate.
13. Assist initiatives to promote family and community involvement to support the socio-emotional and academic development of all students.
14. Assist in the screening of children with special needs, and implement follow-up measures under the supervision of the Educational Psychologist.
15. Assist the implementation of surveys to collect school and learner's data.
16. Assist the setting up of pedagogical amenities such as resource centres.
17. Assist in other FLE Programme activities as may be necessary.
18. Attend continuous professional development, including training, capacity-building and health and wellbeing activities.
19. Assist and participate in the preparation and organisation of extracurricular activities especially during school holidays for the development of learners.
20. Provide progress reports and information to immediate superior via school reports, assessments, parents' meetings.
21. 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.
--	---

14 December 2022