

## National Social Inclusion Foundation

### SCHEME OF SERVICE

<b>POST</b>	<b>Upper Primary School Tutor</b> Fortified Learning Environment Unit (FLEU)
<b>SALARY</b>	Rs 20,000 per month plus salary compensation at approved rates.
<b>TRAVELLING ALLOWANCE:</b>	Refund of bus fares.
<b>DURATION OF CONTRACT</b>	Five years contract.
<b>QUALIFICATIONS/EXPERIENCE/SKILLS</b>	<p>Candidates should possess;</p> <ul style="list-style-type: none"> <li>• HSC or equivalent qualification acceptable to the Council.</li> <li>• Experience in teaching and working with disadvantaged children.</li> <li>• Capability to give children with activities that promote healthy development.</li> <li>• Strong interpersonal and communication skills, as well as the capacity to work successfully with a wide variety of stakeholders in a varied community.</li> <li>• Capability to offer children with a nurturing atmosphere.</li> <li>• Capability to maintain classroom discipline and control.</li> <li>• Good ICT skills.</li> <li>• Ability to work in team and meet deadlines.</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Teach Science and Mathematics, Languages, History &amp; Geography to grades 5 &amp; 6 pupils. diagnosed with learning difficulties through a pull-out system.</li> <li>2. Support the socio-emotional development of pupils.</li> <li>3. Apply lesson-based toolkit with the appropriate methods and strategies devised by the MIE.</li> <li>4. Provide a wide range of assistance to pupils who experience learning difficulties.</li> <li>5. Provide a variety of tutorials and one-to-one sessions.</li> <li>6. Liaise with the FLE Primary Coordinator to organise the pull out of pupils.</li> </ol>

	<ol style="list-style-type: none"><li>7. Work on differentiated activities with groups of pupils.</li><li>8. Produce worksheets and resources for the pupil in consultation with the FLE Primary Coordinator.</li><li>9. Check the work pupils produce and help them to correct mistakes.</li><li>10. Help learners to catch up on missed work.</li><li>11. Provide further remedial education support to identified students in the pull out through after-school intervention.</li><li>12. Report to the Coordinator any case of pupils being in psychological distress while respecting professional secrecy.</li><li>13. Engage in continuous professional development.</li><li>14. Assist in other FLE Programme activities as may be necessary.</li><li>15. Provide online learning support to learners as may be required.</li><li>16. Assist and participate in the preparation &amp; organization of extracurricular activities especially during school holidays for the development of learners.</li><li>17. 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.</li></ol>
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