

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Early Childhood Education 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 provide 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 teams and meet deadlines.
DUTIES & RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Implement a holistic, comprehensive, integrated, and inclusive approach in view of enabling each child to optimize his/her potential to develop according to his/her needs and capabilities. 2. Design activities appropriate to the developmental levels and learning styles of children. 3. Collaborate with the Community Mentors and other Education Staff to bridge the gap from home to school. 4. Ensure a smooth transition from pre-primary to primary School. 5. Teach emerging/basic literacy and numeracy to children with learning difficulties through a pull-out system.

6. Support the socio-emotional development of children.
7. Provide a wide range of assistance to children who experience learning difficulties through differentiated activities.
8. Read stories to children on an individual or small group basis or listening them read.
9. Compose and collect individual assessments of the development of each child; completes daily inventory, child attendance records, and associated reports.
10. Collaborate with the FLE Primary Coordinator to organise the pull out of children.
11. Help children become strategic learners by giving them insight into their own learning.
12. Enhance the self-esteem and confidence of children and hence motivate them in their work.
13. Help in the development of enrichment materials and in the production of teaching aids to assist identified children with learning difficulties.
14. Provide further remedial education support to identified students in the pull out through after-school intervention.
15. Report cases of pupils in distress to the FLE Primary School Coordinator and school authorities.
16. Engage in pre and post lesson discussions between FLE Primary School Coordinators and Tutors and between the wider school community.
17. Assist in other FLE Programme activities as may be necessary.
18. Provide online learning support to learners as may be required.
19. Attend continuous professional development, including training, capacity-building and health and wellbeing activities.
20. Assist and participate in the preparation and organisation of extracurricular activities especially during school holidays for the development of learners.

	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.
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14 December 2022