

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Primary School Community Mentor 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>Candidates should possess;</p> <ul style="list-style-type: none"> • HSC or equivalent qualification acceptable to the Council. • Ability to work with children, adults, and families from vulnerable families. • 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. • Ability to work in team and meet deadlines. • Good interpersonal relationship.
DUTIES & RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Support ways parents and families can become involved in school. 2. Assist parental involvement in home-based activities such as helping with homework, encouraging children to read. 3. Encourage children to participate in after school learning activities. 4. Help parents increase their knowledge of child development and support them in parenting skills. 5. Break down barriers and develop trust between the school and the Community to support education and develop learners and establish trust by reaching out to families. 6. Communicate regularly with parents in a variety of ways to keep them informed about their children's progress and school activities.

	<ol style="list-style-type: none">7. Accommodate parent's work schedules and time constraints when creating parent-involvement opportunities for the education and development of learners based on agreed time schedules.8. Establish links between home, school and community or other relevant institutions in respect of children suffering from social, emotional, and behavioural problem.9. Collect, update and record data regarding cases of children needing special attention.10. Conduct sensitization/awareness programmes with children and parents and to liaise with other institutions for talks, as and when required.11. Engage in continuous professional development.12. Assist and participate in the preparation and organisation of extracurricular activities especially during school holidays for the development of learners.13. Assist in other FLE Programme activities as may be necessary.14. Provide online support to learners and parents as may be required.15. Attend continuous professional development, including training, capacity-building and health and wellbeing activities.16. Assist and participate in the preparation and organisation of extracurricular activities especially during school holidays for the development of learners.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.
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