



Job Description: Programme Coordinator (Tripura)
Reporting to: Field Manager (Tripura)
Type of Tenure: Full time – Annual Renewable Contract
Date of Joining: 1st July 2021

I. About Ahvaan Trust

Ahvaan Trust, is a not-for-profit trust with the mission to motivate teachers as they guide and mentor students while supporting them in developing effective knowledge, skills and values that create a foundation for lifelong learning.

The long-term goal of the organization is to build the professional capacities and personal development of teachers to be effective facilitators with children, through a value-based learning pedagogy, in a manner that can be replicated, scaled and adapted in different contexts.

Success for Ahvaan, would be reflected by the creation and adoption of a National Framework for FLN - with a continually revised curriculum, teacher support materials and training, which are delivered through rejuvenated and reformed Govt. Institutions like the SCERT and the DIETs.

The organisation currently has three key focus areas: 1. Developing teacher capacities: in the pre-primary and primary sections, to teach subjects and, more importantly, integrating values, skills and knowledge for lifelong learning; 2. Designing curriculum and teacher professional development programmes: Ahvaan has designed the Nursery and KG curricula and the necessary teacher professional development modules for SCERT, Delhi and Department of Elementary Education, Govt of Tripura, being implemented in the government schools; 3. Building leadership in Foundational Learning: Ahvaan is closely coaching and supporting, through a combination of high touch and tech the Government schools, to become self-sustaining units of foundational learning.

Ahvaan's office is located in Central Delhi. As per the organisation's three-year strategy plan, the annual budget is approx. Rs. 4 crores, to actively impact 1,50,000 children every year.

In 2020, Ahvaan was invited by the Department of School Education, Govt. of Tripura to work with the pre-primary teachers of the government schools and build their capacities so that they may excel in teaching the young children in their

formative years (3-5 years). With this aim, Ahvaan is looking to onboard a passionate and energetic field coordinator in Tripura, who will align with the overall objective of the organization and specifically the project and initiate this work for the project period.

II. The Role

Ahvaan is looking for a dynamic field coordinator who reports to the Field Manager (Tripura) to support in charting out the development map of a young organization. Ahvaan is poised at a strategic point of inflexion for the long-term development of the organization and its presence in foundational learning across India.

The **Qualification Criteria** for the position are:

1. A Bachelor's / Master's degree in Elementary Education / Education / Nursery Teachers' Training from a recognized institute;
2. Minimum five to eight years' experience in Pre-Primary education / teaching / teacher training;
3. Demonstrated knowledge of pre-primary to Class 2 classroom environment;
4. Demonstrated ability of teaching classes from Pre-primary to Class 2, familiarity with curriculum design, creating lesson plans and transacting pre-primary classes with experiential learning and play way method;
5. Demonstrated experience of conducting teacher's training;
6. Demonstrated experience of Mentoring teachers, classroom observations and conducting demonstration classes with children of Nursery to Class 2, for the benefit of their class teachers, in different schools;
7. Demonstrated familiarity with the government school context and ability to have a working relationship with schools and teachers;
8. The role will be based in Agartala with regular school visits across the state. Role will require travelling to schools for support and supervision;
9. Communication skills – oral and written fluency in English and Bangla. Knowledge of Hindi and Kokborok will be an added advantage;
10. Good IT, data and documentation skills- MS Office, Internet, etc. and reporting through emails; Create, update and use field data and prepare routine as well as specialized reports and presentations;
11. Demonstrated ability to provide coordination support to projects and handle teams efficiently and with empathy;
12. Prior experience of liaison with government departments and officials.

The **Key Responsibilities** would include, but not be limited to:

1. **Relationship Management:** Develop and maintain positive relationship with all stakeholders from the school system and the key government officials, as directed by the Reporting Manager:
 - a. Regular communication and liaison with the state offices and respective officials, on prior approval of the reporting manager;
 - b. Regular and transparent communication of all field and stakeholder correspondence to the reporting manager;
 - c. Support to selected state resource persons;
 - d. Regular communication with the Heads of Schools and project teachers;
 - e. Coordinating parent engagement, through schools or the department, under the guidance of the reporting manager;
 - f. Coordinating and execution of all programme related events;
 - g. Prioritizing the fulfilment of programme milestones;
2. **Reporting, Data Management and Documentation:**
 - a. Maintaining programmatic including school wise records;
 - b. Collating and Reporting on the data;
3. **Coordinating school visits and associated responsibilities:**
 - a. Conducting regular visits to project schools and coordinating school visits and classroom observation by state resource persons;
 - b. Conducting demonstration classes with Nursery and KG children, for the benefit of their class teachers, in project schools;
 - c. Coaching and supporting teachers;
 - d. Maintain school visit calendar;
 - e. Reflecting, reporting and documentation (Action Research);
4. Managing coordination between the central team and the Government of Tripura;
5. Providing support to the central team in curriculum design, lesson planning, training materials creation and its facilitation and ideation.

Additional **essential qualities** we are looking for in candidates who will be associated with this programme would include:

- A belief that all children, regardless of their family's social-economic background can realize their potential to achieve;
- Persistence and determination;
- Strong work ethic and high level of integrity;
- Willingness to work in a start-up environment;
- Critical thinking, problem-solving and quick thinking ability- to be able to take decisions independently, if required, keeping the supervising authority informed at all times;

- Sensitivity towards different sections of society and the ability to get along with people irrespective of backgrounds;
- A commitment to social change and desire to work in the school education sector;
- Respect for the overall ethos of the organization they represent.

Remuneration: Will be commensurate with qualifications, experience and project budgetary provisions.

Period of association: Selected candidates will be engaged on an annual renewable contract basis.

Application: Interested candidates may share their CV along with a cover letter stating the preferable time when they may be approached for an initial telephonic conversation, to:

Samina Alam- samina@ahvaan.org with a copy to Archana Mahendru-
archana@ahvaan.org