

JOB DESCRIPTION

Job Title	Teacher Training Coordinator
Responsible to	District Coordinator
Responsible for	Schools, Schools HTs, Teachers, EDCU, Local Palikas, Learning support Class Facilitators, IVEs, Local and district like minded organization
Liaises with	Subordinate staffs, IVEs (international volunteer expertise), EDCU, Local and district and palika line agencies
Location	Lamjung
Purpose of the post	Improved teaching quality; improved gender sensitivity and use of child-friendly teaching methodologies, improved knowledge, teaching competencies and skills in teaching core subjects and SRH (Sexual and reproductive health), Teachers confidence building in using differentiated learning to meet diverse learning needs (including use of tools for assessment for learning and assessment of learning), ensuring the gender sensitive and P MEC planning for conducive learning environment.

Key Responsibilities

Programme Development and Implementation:

- Take lead in design and deliver various workshop, trainings, seminars and short sessions to school teachers, Learning support class (LSC) facilitators and stakeholders focusing on gender sensitivity teaching, child friendly teaching methodologies and core subjects.
- Overall responsibility of the EDGE club management and capacity building of the PGLs.
- Support the successful development and delivery of a residential teachers training courses including model school/ good performing schools visit, participant logistics and training resources.
- Support teachers and LSC facilitator to understand gender sensitivity teaching and learning methods and CF teaching and learning methodologies.
- Support and monitor to develop gender sensitive and P MEC (Priority Minimum Enabling Condition) planning to project schools for developing conducive learning environment.
- Facilitate on- going classroom support through observation, feedback and demonstration
- Encourage creative use and develop of free, sustainable local resources and produce example-learning tools.
- Development, documentation and organization of information such as training evaluations and other documents including training plans, communication materials and other written materials as directed.
- Prepare monthly action plan of the approved project including tailored progress plans for teachers and document; submit to line manager along with time sheet.
- Develop strong, trusting and constructive relationship with communities, school staffs and other stakeholders.
- Conduct, support or lead relevant capacity building initiatives and workshops for staffs.

- Other relevant duties as may be delegated by immediate supervisor/DC & PM

Monitoring and Evaluation

- Coordinate and design, implementation of baseline, Mid line, end line surveys and other field regular assessments and follow up monitoring and evaluation exercises as when required in the overall project life.
- Closely and regular monitor and provide accurate constructive feedback to each teachers and LSC facilitators.
- Lead and assist regular programme reviews with key stakeholders including teachers review meetings.
- Maintain documentation of activities performed including teachers & LSC facilitators' progress.
- Generate regular, periodic progress report against the target and submit to the supervisor within the deadline.
- Review programme process and provide feedback and recommendations to the DC with a view to incorporating improvements into the programme.

Financial Management:

- Maintain record of programme expenses in a standard format for settlement of advance and reimbursement
- Plan budget for impending activities and communicate with supervisor for accuracy and timely release

Operations/Logistic.

- Establish and promote better coordination and linkage with likeminded organization, DEO, selected schools, IVEs and VSO for effective delivery of the trainings
- Assist Coordinator, subordinate and co- staff in arranging venues for training and workshops with appropriate Physical facilities

Other Duties:

- Fulfil other appropriate level responsibilities as demand of the project.

Required Qualification	
<p>Essential</p> <ul style="list-style-type: none"> • Bachelor degree in Education or Social Science with at least two years relevant experience. Bachelors' degree in Education preferred. • Facilitation Skills • Development, Design and delivery of training • Able to communicate effectively in both English and Nepali • Demonstration of excellent team working and relationship building skills • Able to travel frequently and spend time away from base and home • Good coordination and networking skills • Proficiency to use MS Office 	<p>Desirable/priority</p> <ul style="list-style-type: none"> • Candidates from the project districts and Women and disadvantaged groups • Good understanding of current education provisions, policies and practise.