



## Job pack: Foundational English Literacy and Numeracy Teaching Advisors

Country	Rwanda
Employer	District Administration (particular district to be confirmed)
Duration	12 months minimum
Job purpose	As part of the 'Building Learning Foundations programme through training and mentoring of English and Mathematics teachers and VSO National Volunteers improve children's foundational English and Mathematics skills across all government schools in one district

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## 1. Job Description

Responsibilities	Key Performance Indicators	Competencies
<ul style="list-style-type: none"><li>• Plan and facilitate frequent Review and Capacity-Development Meetings with the district team of national volunteers (this will involve using data to review implementation and structured and interactive capacity-development activities supporting national volunteers to mainly know and understand detailed professional development materials for teachers and to understand and apply effective mentoring of teachers)</li><li>• Undertake school visits alongside national volunteers to support their capacity-development by both demonstrating effective implementation of a range of group and one-to-one mentoring activities for primary teachers of English and Mathematics and observe the national volunteers do the same (this will be the day-to-day work of the District Teaching Advisor)</li><li>• Work with national volunteers on school visits to support schools to plan and implement their own professional development activities for teachers</li><li>• Lead the national volunteers in preparing and implementing high quality training workshops for primary teachers of English and Mathematics</li><li>• Participate in district Professional Learning Community meetings for head teachers in which you will contribute advice and information in regard to teachers' professional development, teaching and learning</li><li>• Participate in meetings with district and sub-district education officials to support their planning, monitoring and evaluation of professional development activities for teachers</li><li>• Develop and communicate 'success stories' related to your work and the work of the national volunteers</li><li>• Produce regular and reflective individual and district volunteer team reports incorporating both quantitative and qualitative information</li></ul> <p><i>Due to the nature of our volunteer placements, it is possible that the responsibilities of this role may differ in reality and therefore the postholder will need to be prepared to be flexible and adapt to their environment as necessary.</i></p>	<p><b>Reporting to:</b> VSO District Coordinators</p> <p><i>Objectives will be confirmed in a three way discussion between the volunteer, employer and VSO in the first three months of the placement.</i></p>	<ul style="list-style-type: none"><li>• <b>Building and Sustaining working relationships</b> The social skills to build and actively maintain working relationships that foster teamwork and collaboration with others for the benefit of a common goal.</li><li>• <b>Open Minded and Respectful</b> A non-judgemental approach that values other people and culture.</li><li>• <b>Seeking and Sharing Knowledge</b> Recognition that learning is a two-way and continuous process.</li><li>• <b>Facilitating Positive Change</b> The ability to analyse problems and develop lasting solutions in line with VSO approaches.</li><li>• <b>Adaptability</b> A flexible approach and the ability to adapt behaviour to different situations.</li><li>• <b>Resilience</b> The self-confidence to work with a variety of situations, diverse people and ambiguity.</li></ul>

## Skills and Knowledge

Candidates are likely to require the following skills, knowledge and experience:

- A primary education degree or Post-Graduate Certificate of Education
- At least 4 years' experience of effective teaching of foundational English and Mathematics (\*see more details on this below)
- Demonstrable understanding of learner-centred teaching techniques (\*\* see more details on this below)
- Fluent English speaker
- Good written skills in English
- Capability to produce accurate, reflective reports with reference to qualitative and quantitative data
- Key qualities for team-leadership, dedication, and resilience (\*\*\*see more details on this below)

### \*Experience of effective teaching of foundational English and Mathematics

The placement focuses on supporting teachers who teach English and Mathematics to children in their first three to four years at school. Therefore, experience is required of early-years teaching or experience of teaching the basics of language and Mathematics to older children

### \*\* Demonstrable understanding of learner-centred teaching

We require a people with knowledge, understanding and experience of various aspects of learner-centred teaching, including the following:

- Various approaches to differentiated teaching and learning to meet the diverse needs of children
- Systematic approaches to meeting the needs of children with special educational needs, including through implementation of Individual Education Plans, involving good practices around review, collaboration and communication with key stakeholders such as parents, school leaders and other teachers
- Effective whole class teaching that is participatory with a particular emphasis on good questioning techniques
- Knowledge and experience of effective pair and group work involving selection of appropriate activities and strategies which ensure that all children participate effectively
- Effective and creative use of teaching and learning materials
- Positive behaviour management techniques and approaches which mitigate against gender stereotyping

### \*\*\* Key qualities for team-leadership, teamwork, dedication, and resilience

We require people with the following:

- The capability to motivate and inspire a team of national volunteers through demonstrating professionalism and enthusiasm
- The resilience to persevere with travelling as a motorbike passenger on hilly and rough paths to reach schools some of which are remote
- The willingness to network with other Foundational English Literacy and Numeracy Teaching Advisors to share experiences, learning, resources and ideas.

## 2. Personal considerations

In addition to the job description, the following information should be used when considering whether a placement is suitable for you.

### Personal health considerations

If you have a significant current or past medical condition and/or you have general concerns about staying healthy as a volunteer, please use this information to assess whether this placement will be suitable for you. All volunteers require medical clearance from a VSO medical adviser before they are able to take up a placement with VSO. Occasionally, VSO may consider that this placement is too great a risk for you in terms of your personal health and you would be advised to consider a different placement. For further guidance about medical assessment and volunteering with a medical condition please see the [frequently asked questions on VSO website](#).

### Access to medical care and support

The standard and quality of local medical care and support available at this placement will depend on its location within the country. Health facilities are likely to be more poorly resourced in rural areas in terms of medical expertise, equipment, infrastructure and regular supplies of medication. However, this may not be the case in the capital city or in a larger town, where in some countries there may be a reasonable standard of medical care. The following gives you an indication of where the placement is in relation to the country office and how easy it would be to make the journey if you were ill. There are local health services and pharmacies within the area of your placement. However, you would be advised to seek medical advice/assessment/treatment in the capital if you were to become ill.

This placement:

- will be in a district in Rwanda to be specified (note that at times you may be deployed to give support in other districts)

See VSO Learning Hub for more information about health issues and the medical care and support available in Rwanda.

*Before completing a job application, please seek advice from the VSO International Medical Team if you:*

- *have an ongoing medical condition*
- *have had a medical condition in the past that might recur*
- *take any regular medication (other than contraception)*

If you wish to discuss your personal circumstances or health concerns in confidence with VSO's medical team before you apply for this placement please contact [medical@vsoint.org](mailto:medical@vsoint.org).

**Accompanying partner or family:** If you have a partner or children who are planning to accompany you to your placement, please use this section to assess whether this placement will be suitable for you.

This placement is suitable for volunteers with partners and children. However volunteers will be responsible for all arrangements and costs for partners and children. VSO Rwanda cannot guarantee

a separate house for volunteers with partners and children. This should be agreed with the Country Office before the volunteer accepts the placement.

VSO can help married couples get a visa if one or both people are volunteers. If one is not a volunteer VSO can help get the visa but they must be legally married.

Unmarried couples are acceptable, but only if they are both volunteers. If one is not a volunteer he/she will have to make their own visa arrangements which will be very difficult.

Homosexuality is not accepted in Rwandan society, so visas will be difficult for non-volunteer partners. Volunteer couples in same-sex relationships need to be very aware of the laws and Prejudices in Rwanda...

#### **Motorcycle requirements**

Motorbike riding as the driver is not required for this placement. However, motorbike taxis ('motos') are a useful and often necessary form of transport especially to reach isolated areas, and are widely available and not expensive. All volunteers should bring a full-face motorbike helmet with them to Rwanda. This will be arranged by VSO in your recruitment country.

#### **Security information**

There are no particular security issues for this placement. See VSO Learning Hub for information about security in Rwanda.

Further information on VSO's work in each of the countries we work in can be found on the [VSO website](#).