

Job Description: Foundational English Literacy and Numeracy Teaching Advisors	Responsible to: District Coordinator
Responsible for: None	Location: Rwanda, district to be confirmed
Duration: 12 months(1 st October 2020- 30 th September 2021)	
Job Purpose: To train and mentor English and Mathematics teachers and VSO National Volunteers to improve children’s English literacy and numeracy skills	

<p>Responsibilities:</p> <ul style="list-style-type: none"> Plan and facilitate frequent fact-based Review and Capacity-Development Meetings with the district team of national volunteers. Undertake school visits alongside national volunteers demonstrating effective mentoring activities for primary teachers of English and Mathematics Support national volunteers to implement their own professional development activities for teachers. Lead the national volunteers in preparing and implementing high quality training workshops for primary teachers of English and Mathematics and high-quality school visits Participate in various meetings for head teachers and district and sub-district education officials and advise on teachers’ professional development, monitoring and evaluation. Develop and communicate ‘success stories’ and produce regular and reflective individual and district volunteer team reports incorporating both quantitative and qualitative information. Lead and support SLFs planning their work including how to reach out to all schools to implement BLF activities without compromising the quality. Significantly contribute to the reporting system in place (weekly review meeting reports and DEM-DTA report monthly) <p>This position involves travelling frequently to schools, including those which are remote, as a motobike passenger.</p> <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>Skills, Knowledge and Experience</p> <p>Criteria (must have to be able to carry out the role successfully)</p> <p>Knowledge/qualifications:</p> <ul style="list-style-type: none"> A primary education degree or Post-Graduate Certificate of Education <p>Experience:</p> <ul style="list-style-type: none"> At least 4 years’ experience of effective teaching of foundational English and Mathematics and understanding of learner-centred teaching. <p>Skills/Abilities:</p> <ul style="list-style-type: none"> Fluent English speaker with good written skills Able to produce accurate, reflective reports using qualitative/quantitative data Key qualities for team-leadership, dedication, and resilience <p><u>Learner-centred teaching involves:</u></p> <ul style="list-style-type: none"> Differentiated and interactive teaching and learning to meet diverse needs of children Implementation of Individual Education Plans for children with special educational needs incl. collaboration and communication with parents, school leaders and teachers Effective and creative use of teaching and learning materials Positive behavior management techniques and approaches which mitigate against gender stereotyping <p><u>Team-leadership involves:</u></p> <ul style="list-style-type: none"> Able 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 remote schools Networking with other Teaching Advisors to share experiences and learning.
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VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy