

Language and Learning Foundation (LLF)

Name of the Position:	Block Coordinator (BC) - Foundational Literacy
Nature of Employment:	Full-time
Location:	District: Kheda - at block level (might get changed), Gujarat

Organisation summary:

Language and Learning Foundation (LLF) is a non-government organisation based out of New Delhi that works towards developing strong foundational skills and abilities of language and literacy among all children and strengthen their ability to think and reason. Founded by the dynamic and passionate, Dr. Dhir Jhingran (Ex-IAS, PhD in Education), LLF believes children's home languages need to be used formally in the classrooms in the early primary years. Its research and reputation in the early learning space has translated to partnerships with the six state governments and support of other organisations like UNICEF, TATA Trust and Central Square Foundation. LLF presently works with the states of Chhattisgarh, Haryana, Bihar, Rajasthan, Uttar Pradesh, Odisha and Gujarat to implement programs for foundational language and literacy. LLF's "Learning Improvement Program in Haryana" was awarded the "Best Field Based Initiative in South Asia" at CIES 2019.

About the programs:

LLF works on designing and implementing language and literacy programs for state governments while researching and innovating for multi-language and multi-grade learning. The three dimensions of work include continuous professional development of teachers and teacher educators, implementing projects that demonstrate transformed teaching-learning processes for early language learning and engagement with the government system for reform in academic policies and practices.

LLF is collaborating with Government of Gujarat to build capacity of Block Resource Coordinator (BRC), Cluster Resource Coordinator (CRC), Block Resource Persons (BRP) and Teachers to implement the Foundational Literacy program for improving student learning outcomes in Gujarati in the state. The project is an outcome-based to implement in 50 - 70 schools of the block to improve the learning outcomes of foundational literacy in the block, work closely with the teachers, Cluster resource coordinator and other stakeholders to achieve the Foundational Literacy outcomes.

Position summary:

The Block Coordinator (BC) will report to the District Academic Coordinator (DAC) and responsible for all aspects of the Foundational Literacy program in assigned schools of the block.

Key responsibilities include but are not limited to the following:

- Ensuring learning outcome improvement of grades 1 and 2 students in assigned block as targeted Under the project.
- Ensuring implementation of the project activities of LLF at block level and school level.
- Liaison with government official regarding project monitoring and mentoring at block level.
- Regular field visit to observe and support classroom processes in Gujarati subject as per prescribed manual of LLF.

- Work closely with school's teachers specially class 1 to 3 and Block Academic Leadership to enhance their understanding of the language pedagogy reform and provide handholding support at school level in undertaking capacity building initiatives to support the teachers.
- Facilitate joint planning and field visits with CRC/BRC and District Academic Leadership also.
- Continuous documentation of the project processes and identify super model of the Foundational Literacy processes and outcomes.
- Planning and Facilitation of the workshops/trainings at cluster level/block level with support of block administration.
- Ensure and support in CRC/BRC tasks and capacity building activities.
- Submitting daily/monthly reports to the Block education department and District Academic Coordinator based on the pre-determined objectives for the month/year.
- Prepare monthly and daily plan of activities, based on the project objectives and in accordance with the other block coordinators plan.
- Ensuring Monthly data collection based on the M & E needs derived Support in academic planning of the project and Foundational literacy course development in Gujarat specific.
- Any other work suggested by the District Academic Coordinator

Qualifications, Skills, & Abilities:

- Experience: 3-5 years of work experience in school education sector specially in Literacy will be preferred (Training, Teaching and coordination of the programme)
- Extensive experience of visiting schools
- Experience in Language and Literacy preferred
- Bachelor's degree in any relevant stream
- High proficiency in Reading, Writing and Speaking of Gujarati language
- Knowledge of computer operations will be an advantage.
- Result-oriented and ability to adjust to a fast, changing work environment associated with a young, growing organization.

Desired Qualities:

- Ability to communicate and make teachers, Block Resource Coordinator and Cluster Resource Coordinator understand on the project goals
- Ability to take support from teachers and block officers

Compensation:

- Remuneration will be competitive with Indian philanthropy pay scales and will depend upon the candidate's experience levels.

Apply:

Interested candidates may please apply via email by 10th January 2021 to heena.parveen@languageandlearningfoundation.org by sending their latest CV and a cover letter in Gujarati (not more than 150 words) that indicates your suitability for the job. Please indicate the position name in the subject line.