

Language and Learning Foundation

Opening: Course Content Writer

Nature: Full Time Consultant for one year

Location: New Delhi

About Us:

Language and Learning Foundation (www.languageandlearningfoundation.org) is a New Delhi based non-profit organization with the vision of enhancing equitable student learning, especially language and literacy development, through professional development of teachers and teacher educators, building/sharing knowledge and implementing projects in collaboration with state governments. LLF currently works with 8 state governments across the country

About the Project

LLF has been running professional development courses and school level intervention programs on early language learning (Hindi Language) for government school teachers, teacher educators (SCERT & DIET faculty members) and academic resource personnel in all of its partner states. These courses follow a blended learning model which has both online and offline learning components.

We are in the process of revising and creating new content for our professional development courses and also our trainings, related to early language and literacy.

The content produced from this project will be used by thousands of teachers across the 8 states where LLF is operational.

Position Summary

The Course Content Writer will be responsible for writing the content for the various professional development courses offered by LLF on Early Language and Literacy. These courses are run in both blended and online mode for the various stakeholders in the education department like - teachers, teacher educators and academic resource personnel.

The Course Content Writer will also help the course delivery team in the planning and implementation of various professional development courses.

Responsibilities

- Develop a thorough understanding of LLF's Early Language & Literacy program design & balanced approach.
- Writing compelling course content for the online and blended courses on Early Language and literacy that will be used for the capacity building of the teachers, teacher educators and academic resource personnel
- Use creative, innovative, learner centered and evidence-based approaches in writing the course content and express complex information in a clear and precise manner.

- Finding innovative designs for exercises and activities that enhance the learning process and creating assessments to measure achievement
- Creating supporting materials, resources and guides
- Contribute in the preparation of multimedia resources, like animated and classroom based videos (script writing), Podcasts, Video Based PPTs
- Contribute in the content development of other teaching learning material and related tool kits in Hindi language.
- Provide support and assistance in the implementation of various courses and state projects
- Travel to LLFs field locations for conducting trainings and workshop if required
- Contribute to preparation of various reports, and documentation of good practices (case study & video).
- Contribute to contextualizing the Worldwide Implementation and Professional Development Course Modules and other documents/guidance.

Key Requirements:

The candidate should have:

- Proven record of excellent writing demonstrated in a professional portfolio
- Experience of working in the domain of Early language and literacy is required.
- Previous work experience of content writing for blended and online courses is preferred.
- Ability to write effective copy, instructional text, audio scripts/video scripts in Hindi
- Lesson and curriculum planning skills
- Visual design skills and ability to storyboard educational content
- More specialized computer skills including competency in the use of the internet and the use of Microsoft office Suite, Hindi typing skill is essential
- The scope of the position requires some evening and weekend work to oversee the open course program.
- Has a good team spirit and positive attitude. Enjoys a varied pace of working and copes well under pressure.
- Minimum of a Master's degree in the related field
- Fluency in English language is preferable.

Compensation:

Competitive as per sector standards

Write to shveta@llf.org.in with a cover-letter and CV by 20 September 2020.