



Language and Learning Foundation (LLF)

Position: Specialist - Numeracy, DST

Location: New Delhi

Organisation summary:

[Language and Learning Foundation](#) (LLF) is a New Delhi based non-profit organisation 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. To know more about the organisation, click [here](#).

About Demo Support Team (DST):

LLF's School Demonstration Programs are currently running in 4 states, working with district education officials to improve children's literacy and numeracy outcomes through continuous professional development for teachers, strengthened academic support, development of children's learning materials, and regular monitoring and assessment with a focus on supporting struggling learners. As the number of Demonstration Projects increases across different states, it becomes crucial to establish a dedicated team to train, guide, and support members and ensure projects meet LLF's vision and standards. Thus, the Demo Support Team (DST) has been created to standardise processes, practices, materials, and training to maintain the quality of existing and upcoming demo projects.

Position Summary:

Specialist - Numeracy will be directly reporting to the Associate Director-CPD department. He/she will be responsible for building the capacity of the internal LLF team on foundational numeracy. Guiding and supporting the state teams in designing and reviewing training and workshop plans for the government stakeholders (primary grade teachers, academic resource personnel at block and cluster levels and master trainers). He/she will be responsible for developing high-quality and a variety of content on numeracy, such as handouts, lesson plans, audio & video content, PPTs, articles, case studies, etc. The ideal candidate should have a good understanding of foundational numeracy teaching, and FLN mission. This role is ideally suited to someone who enjoys being intellectually challenged and enjoys working in a fast-paced environment.

Key responsibilities:

- Develop high-quality numeracy content in Hindi that is relevant, engaging, and aligned with the FLN mission.
- Plan, design, and facilitate numeracy training and workshops in Hindi for teachers, teacher mentors, and government functionaries at different levels.
- Provide technical support to government functionaries in the implementation of numeracy programs.
- Work closely with curriculum development teams to design and develop numeracy curriculum and textbooks that are appropriate for the target audience.
- Ensure that numeracy programs are evidence-based, contextually relevant, and aligned with the FLN mission.

- Collaborate with other program staff to ensure a cohesive approach to program management.
- Track progress and measure the impact of numeracy programs, adjusting strategies as needed
- Providing academic input on the design, materials, and assessment of numeracy projects in collaboration with state representatives.
- Developing training and workshop plans, modules, and resources for teachers and internal team members.
- Facilitating training and workshop sessions for external participants such as government teachers, academic support personnel, etc.
- Designing numeracy instructional materials, including workbooks and teacher guides.
- Developing modules to enhance the capacity of the LLF field team, teachers, and academic support personnel such as CRCs/CACs/BRPs/ABRCs.
- Coordinating video development work on numeracy concepts, including writing, reviewing, and providing feedback on storyboard, voice-over, etc.
- Contributing to the creation and review of foundational numeracy content for blended and online courses for teachers and academic support personnel.
- Creating innovative exercises and activities that enhance the learning process and designing assessments to measure achievement.
- Preparing multimedia resources such as animated and classroom-based videos (script writing), podcasts, video-based PPTs, handouts, lesson plans, articles, and case studies, etc.
- Representing LLF in workshops and meetings organised by government/LLF teams in different states.
- Effectively train and facilitate government school teachers, teacher mentors, master trainers, etc.
- Coordinate & collaborate with other stakeholders to ensure effective implementation of FLN mission and DST plan.
- Monitor and evaluate the effectiveness of the numeracy programs and provide feedback for improvement
- Stay up-to-date with the latest research and developments in the field of numeracy and numeracy teaching
- Any other work assigned by the supervisor will also be part of the JD.

Qualifications, Skills, and Abilities:

- Post-graduate in Education or equivalent degree required
- 7-8 years of work experience; minimum 5 years of experience in working in Foundational Numeracy projects that involve training, material development and capacity building.
- Strong understanding of conceptual knowledge, lesson and curriculum planning skills in numeracy.
- Proven record of excellent writing demonstrated in a professional portfolio. Should have experience in creating multimedia content in hindi language.
- Strong experience in conducting training and facilitating government education stakeholders.
- Well-versed with computer skills including competency in the use of the internet and the use of Microsoft office (word, excel and Powerpoint), Hindi typing skill is essential.
- Knowledge of district, block, and cluster level meetings conducted by the education department
- Understanding and experience around supportive supervision provided to teachers through block or cluster coordinators
- Excellent presentation, communication and interpersonal skills

- Ability to work independently and as part of a team
- Strong organisational and time-management skills
- Should be willing to travel as and when required.

Desired Qualities:

- Excellent writing skills in Hindi language; creative and innovative in thought process and content delivery.
- Team player with ability to work on one's own initiative as well as part of a small dynamic team.
- Be highly organised to manage and prioritise workloads.
- Should be willing to travel as required.

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

Apply: If you are passionate about language teaching and literacy, have experience in creating and delivering high-quality content, and enjoy working with teachers and other stakeholders in the education sector, then we encourage you to apply for this position [https://docs.google.com/forms/d/e/1FAIpQLSdZhSHOek-
_asoPuhkftLOWAW7GrcHTr0IAcET3DPDu8W2RRA/viewform?usp=share link](https://docs.google.com/forms/d/e/1FAIpQLSdZhSHOek-
_asoPuhkftLOWAW7GrcHTr0IAcET3DPDu8W2RRA/viewform?usp=share_link) by 30th May, 2023.