

## *Himalayan Trust Nepal*

### **Job Description**

Literacy through Integrated Learning (LIL) Programme

#### **Education Coordinator – LIL Programme**

<b>1. Job Title:</b>	Education Coordinator – LIL Programme
<b>2. Department:</b>	Education Programme
<b>3. Grade:</b>	
<b>4. Job Place:</b>	HTN Field Office, Solukhumbu
<b>5. Project Area:</b>	Solukhumbu - Mahakulung, Sotang & Mapya Dudhkoshi Rural Municipalities
<b>6. Time to be spent in the Field:</b>	180 days or as per the need
<b>7. Type of Job:</b>	Full time
<b>8. Duration and Contract type:</b>	3.5 years, annual contract
<b>9. Report to:</b>	CEO through Programme Manager

#### **About Himalayan Trust Nepal**

Himalayan Trust Nepal (HTN) is a non-governmental organization established to support the Government of Nepal and the people of Solukhumbu in education, health, culture, environment and livelihood programmes through an inclusive, innovative and locally-driven governance approach. Established as part of the work of Sir Edmund Hillary and his Sherpa friends in the Everest Region, HTN is dedicated to achieving community-led, sustainable, mountain development in Solukhumbu District and wider Nepal. Although the Himalayan Trust has been active in the Solukhumbu district since the 1960s, HTN was officially registered as an NGO in 2007 and is affiliated with the Social Welfare Council of Nepal. HTN is governed by its own constitution as an autonomous body. HTN is supported by the Himalayan Trust New Zealand and other donors from UK, Canada, USA, Germany and elsewhere.

HTN is implementing Quality Education Programme in Solukhumbu (QEPS) with the funding support from New Zealand Aid Programme and Himalayan Trust New Zealand. The main goal of this programme is to improve students learning outcomes for all children in Solukhumbu. As part of this programme, Literacy through Integrated Learning (LIL) programme is being implemented in public schools of Mapya Dudhkoshi, Sotang and Mahakulung Rural Municipalities. The LIL programme aims to improve learning outcome of Grade 1 to 3 students of public schools operated in the three Rural Municipalities.

#### **Purpose of role:**

The Education Coordinator (LIL programme) implements, represents and oversees performance of LIL programme, partnership collaboration with Rural Municipality, mobilization of school stakeholders, including direct supervision of 3 Education Field Officers (LIL programme). The position holder provides technical and managerial guidance to the Education Officers, help school authorities and R/Municipality education unit team in education planning and policy development for localizing LIL programme through their SIP and Municipal Education Sector Plan. The position holder coordinates and supports to carry on LIL baseline survey, prepares report and disseminates key highlights of the report at Municipal and school level. The position holder is also accountable to assess quality gaps in teaching and learning activities, classroom inclusive learning environment and prepare plan to address the gaps identified. The position holder will receive continue guidance from Himalayan Trust Nepal and technical support from Education Programme Representative of Himalayan Trust New Zealand. It is also expected that the position holder can proactively contact and coordinate to the relevant officers of integrated curriculum of CEHRD and CDC for better knowledge management in effective implementation of the LIL programme in Solukhumbu. S/he will work as a strong team member of Himalayan Trust Education Programme team and contribute to raise profile of Himalayan Trust by managing high quality LIL programme delivery in schools and communities.

## **Specific Responsibilities:**

### **A. Technical oversight and capacity building**

- Provides technical and management guidance to Education Field Officers (LIL programme) in planning, implementation, and monitoring of the LIL programme
- Coordinates and supports to Education Programme Manager in baseline survey field work and report preparation
- Develops LIL programme implementation narrative of each activity to ease for effective implementation of LIL programme
- Reviews / studies of integrated curriculum of grade 1 to 3, teacher training curriculum on integrated teaching and learning, and trainer guideline to main learning points while conducting centre based and classroom-based teacher training.
- Supports to Education Field Officers (LIL programme) to assess grade 1 to 3 teacher training need, align such needs into teacher training guide and training resource materials.
- Prepares student learning competencies including literacy comprehension of Grade 1 to Grade 3 students in core subjects as prescribed guidance of integrated curriculum and provide orientation to the LIL Education Field Officers for using monitoring of teaching and learning activities in school / classroom and communities.
- Coordinates, collaborates and works with Programme Manager, the LIL Education Field Officers, head teacher and teachers to formulate teacher's professional capacity development plan.
- Coordinates with Programme Manager and lead to organize teacher training, support to facilitate training sessions, and lead to develop key action plan for implementation after completion of the training.
- Supervises LIL Education Officers and provide feedback in line with their specified duties and responsibilities to achieve the target set by the programme.
- Manages teaching and learning materials for LIL teacher training programme.
- Assists Education Field Officers to guide teachers appropriately for carry on teaching learning activities as instructed by integrated curriculum and teaching resource materials

### **B. Monitors and guides the LIL school teachers for teaching - learning activities in classroom**

- Develops quarterly monitoring plan to support the LIL team for mentoring teaching learning activities, maintaining home reading logbook, and parent-teacher meeting for improving student learning outcomes.
- Quarterly monitors the students' learning progress and quality teaching by visiting the key LIL project schools and provides immediate feedbacks to the LIL Education Field Officers and teachers.
- Collects and develop supplementary reading, audio, and visual materials, provides sources of such materials to teachers to help for promoting learning friendly classroom environment.
- Guides the teachers to improve literacy standard through integrated learning (LIL) by using integrated curriculum text/ workbooks, grade level referential reading books and child friendly literacy activities
- Provides guidance to LIL Education Field Officers to assess student learning outcomes by annually particularly in literacy and numeracy comprehension, prepare report and monitor learning outcomes whether in track or off track as set base line and end line target
- Visits school, meets head teacher, and observes classroom while teaching and learning activity is taking place in classroom. Provides additional support in school supervision of Mapya Dudhkoshi Rural Municipality.
- Conducts quarterly visit to schools and communities, observes teaching – learning activities, meets R/Municipalities Education Unit office team and prepares field visit report
- Organizes R/Municipality wise LIL programme quarterly review meeting in coordination with R/Municipality office
- Supports to conduct baseline, midline and end line survey or study as needed

**C. Coordinates and supports to school authorities for developing school improvement plan (SIP) and provision of educational materials**

- Supports to organize and conducts parent-teacher workshop/interaction sessions focusing student learning activities, time-spent in teaching and progress made in learning outcomes
  - Participates in teachers meeting and SMC / PTA meeting and provides necessary guidance for improving quality in teaching and learning. Highlights the roles and responsibilities of SMC and PTA members about their involvement in school activities.
  - Supports to assess overall learning environment of school, identifies prioritized needs to improve learning situation and reports to Head teacher and Himalayan Trust Nepal to achieve required support
  - Supports to develop list of learning materials and other materials required for promoting model classroom for LIL, and prepare guideline on how to manages or provides such materials reaching to classrooms
  - Supports SMC and Head teacher while developing or revising school improvement plan (SIP) and ensures HTN education supports to be included in the SIP.
- **Represents Himalayan Trust Nepal in** external meeting related to the LIL programme at district and national level
  - Participates education programme progress review meeting organized by rural municipalities.
  - Be vigilant and represent in annual programme budget planning meeting / workshop organized by Rural Municipalities.
  - Coordinates other organizations working in education sector to scale up quality teaching and learning environment.

**D. Monitors school-based violence such as corporal punishment, bullying and sexual abuse, maintain zero tolerance in any case of violence against children and ensure child safeguarding measures primarily in workplace, schools and hostels.**

**E. Reporting**

- Prepares quarterly progress report
- Updates the record of each LIL project schools, teachers and students and parents' involvement in students' learning and many other school improvement activities.
- Supports to Education Programme Manager to prepare annual report
- Prepares field visit report, shares the report to the Field Education Officer, R/Municipality Education Officer and HTN Education Programme Manager

**Additional Responsibilities:**

- Participates the meeting of procurement committee as a member for school stationery and student's requirements to share ideas to select right bidder with supplies of good quality for procurement in reasonable price.
- Supports to deliver the supplies to the various schools of Solukhumbu Region.

**Required Qualification**

- Master's Degree in Education stream (M. Ed.) or related field

**Relevant Experience and Other Requirement**

**Work Experience**

- At least 3 to 4 years' experience of managing education project or programme mainly targeting to the grade 1 to 3 students for improving reading comprehension and early grade learning outcomes

- Having good understanding and working experience with teachers, parent, SMC members and local government authorities in early learning and reading, and early grade reading programme in Nepal
- Having proven experience of coordination with government stakeholders especially district, municipal education officials and beyond such as MOEST, CEHRD
- Proven experiences of budget planning, revision or modification, financial tracking – plan verse actual, good skills to prepare budget activities plan in excel sheet

### **Technical Knowledge**

- Education programme management and technical oversight
- Early grade reading, integrated learning, early grade learning and reading, early childhood education and development and education (ECED)
- Proficiency in computer-base application
- Effective oral and written communication skills in both English and Nepali
- Basic knowledge about gender and social inclusion in education programme design and implementation
- Area knowledge of Solukhumbu or similar mountainous areas of Nepal.

### **Core Competencies**

- Report writing
- Programme planning and budgeting
- Knowledge of early grade reading, reading comprehension, facilitation skills of training, workshop, meeting
- Gender transformative education programming
- Working under pressure,
- Handling capacity of high volume of transactions
- Have knowledge on inclusive education programme and community development
- Excellent coordination and communication skills

### **Immediate Reporting Relationships**

#### **Direct Report To :**

- Chief Executive Officer through Programme Manager - direct reporting line manager
- Education Department of Rural Municipalities – External (as needed)

The position holder will have indirect working relationship with QEPs education team and finance team as needed.

#### **Supervise to:**

1. Education Field Officers - LIL programme