

Specification

Job Title	Self Learners Facilitator
Program	Self Learning Initiative (SLI)
Gender	Female
Employer	RETO Foundation
Reporting Line	Manager SLI
Partner School Placement	Community Based High School (CBHS)
Location	Tando Jam
Salary	Competitive package above market average
Bonus	One extra basic salary on Eid based on annual performance
Participants	Students of grade 3,4,5,6,7,8
Job Timings	Monday to Thursday School Timings 08:00 am – 01:30 pm

Job purpose

- To carry out the professional duties of a facilitator in accordance with the mandate of Self Learning Initiative.
- To be an effective professional who demonstrates thorough content knowledge, can teach and assess effectively, and takes responsibility for professional development.
- To attend all the trainings conducted by RETO Foundation.

Interests

Looking for a Facilitator who:

- demonstrates command over the language of computer
- is a keen learner
- has a habit of reading books
- desires to engage with new subjects
- enjoys accessing the online world
- uses internet to study areas of interest

Duties and responsibilities

Planning, Teaching, Class Management, and Self Learning

- identifying clear teaching objectives and specifying how they will be taught and assessed
- setting tasks which challenge students and ensure high levels of interest
- setting clear targets, building on prior attainment
- providing clear structures for lessons maintaining pace, motivation and challenge
- ensuring effective teaching and best use of available time
- ensuring students acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- making effective use of assessment
- assess and record students' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognize the level at which the student is achieving
- prepare and present informative reports to parents
- evaluating own teaching critically to improve effectiveness

Qualifications

Qualifications include:

- Bachelors in Computer Science or IT (completed or in-progress)
- Proficient in MS office, internet surfing, database management
- Basic English Writing skills
- Relevant teaching experience will be given preference

Trainings and Certification

- Annual trainings are mandatory
- The organization shall bear the annual training expenses

Annual Leaves

The Facilitator is allowed to entertain the following leaves annually.

- 10 Casual Leaves

- 05 Medical Leaves

Approved by:	<i>Director Curriculum & Teacher Training</i>
Date approved:	<i>1st August 2015</i>

Though every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.