



About Peepul

Peepul is an education-focused non-profit. Our work is aimed at transforming children's lives through quality education. Formerly known as **Ark India**, we have been in India since 2010, and have partnered with government and non-government agencies to execute high-impact education programmes, focused on raising the standard of education in government schools. We exist to show that with the right education, every child can succeed, regardless of their background.

We started supporting our first school in July 2015 in Lajpat Nagar III, Delhi, in partnership with the South Delhi Municipal Corporation (SDMC), which runs 600 primary schools. When we started, only 9 students were enrolled in KG and Grade 1. Through our interventions and focus on quality, we have been able to increase the enrolment over the last two years, and we currently serve over 370 students from the most disadvantaged communities. In addition to enrolment, there has been a significant improvement in retention, attendance, and learning outcomes.

The success of this school enabled us to start supporting two more schools in July 2017, in Amar Colony and Jeevan Nagar, thereby catering to over 550 students across our network. In addition to this, we are partnering with the SDMC to conduct an in-service teacher training programme, which will run through the academic year. This academic year, we will be working with 225 SDMC teachers to build their capacity. Our aim is to create systemic impact and develop a replicable and sustainable model and curriculum that can be used by the government to formulate strategies. We are working towards building a network of high-performing fee-free schools that serve children from the most disadvantaged backgrounds.

Job Description: Project Manager, Teacher Training

Reports to:	Teacher Training Lead
Location:	South Delhi
Start date:	June 2018
Salary:	Commensurate with experience

Responsibilities

We are looking for a Project Manager for the programme who will support the Teacher Training team in programme's development, operations, evaluation and reporting, among other things. The Training Manager needs to be a dynamic and collaborative individual who can provide high quality support to the training programme.



Key Responsibilities

- Work as key member of teacher training team, regularly providing inputs and brainstorming the way in which our training programme can be strengthened and scaled
- Support evaluation procedures to ensure that assessment of teachers' performance and progress is accurate and reliable.
- Adapt and improve the structure and materials of training sessions based on feedback and quality assurance processes by the Training Lead and Education Director.
- Design the training calendar and manage the logistics of training delivery.
- Identify innovative ideas for training approaches and materials through research, visiting other training providers and meeting experts in the field.
- Document and organise training material and modules so that they may be referenced and accessed easily by members of the team
- Provide inputs and advice to Senior Leadership Team on development needs of the teacher training programme.
- Designing and Developing tools to evaluate the program impact
- Proactively identify potential partners and collaborators. Contribute to fundraising grant proposals, if required.

Other Support

- Plan and lead the delivery of outstanding continuous professional development training to teachers in our network of schools.
- Evaluate the effectiveness of individual network teacher training sessions and of overall training curricula, both in initial training and continuous development.
- Stay up to date with, and share as appropriate, leading edge practice in initial teacher training and continuing professional development of serving teachers.
- Contribute to our coaching model handbook that can be used by other teacher training team members and coach them on how to effectively mentor teachers during school visits.
- Capture and share Best Practices through newsletters, and video documentation of best practices at the schools (Peepul and other SDMC schools)
- Undertake any other tasks as directed by the Education Director



Person Specification

Experience

- At least 5 years of total work experience, having spent at least 3 years in teaching/education sector
- Preference will be given to candidates with NTT, B.El.Ed, B.Ed degrees or to alumni of academic Fellowship programmes like Teach for India
- Experience of having worked successfully in at least one school in an urban, multi-cultural setting, teaching students from backgrounds of socio-economic disadvantage

Behaviours

- Effective management style that encourages participation, innovation and confidence
- Enthusiasm for taking on a start-up role, in what will be a fast-paced, growing, changing network
- Performance orientation - sets and achieves high standards for self and others
- Flexible and adaptable style, responding positively to changing demands
- Ability to lead, coach and motivate staff within a performance management framework, including professional development and effective management of underperformance
- Ability to develop the leadership skills of others
- Strong interpersonal, written and oral communication skills
- Resilience and motivation to lead the school through day-to-day challenges while maintaining a clear strategic vision and direction
- Genuine passion and a belief in the potential of every student
- Commitment to the safeguarding and welfare of all pupils

Recruitment Process

Application Process

- To apply, please send a copy of your resume along with a covering letter explaining why you are interested in applying for the role, to indiarecruitment@arkonline.org, **ensuring you specify the role you are applying for in the subject line of the e-mail.** Please include the details of at least two referees within your application.

Reference checking & Probation

- As you will be working with children this role will be subject to enhanced background checks. Additionally, all new staff will be subject to a probation period of three months.



More about Peepul

Who we are and how we work:

One principle unites us in all our endeavours: we put children first.

We believe that all children should have choices in life. And we must fight to make this happen. Sometimes that means making difficult decisions – we'll have to say or do things that are hard for us and for other people.

All our actions are driven by what is best for the children we work for.

We are:

Restless

We are proud of our achievements but know that there is so much still to do. So, we never stop striving, and we are ready for new challenges. We will work on new projects, in new communities, wherever we think we can make a difference. We are never complacent.

Reflective

We are self-critical. If we think we could have worked in a better or smarter way, we acknowledge that and learn from it.

Resilient

We know that our task is not an easy one. But we are determined to transform children's lives, despite setbacks. When we encounter obstacles, we do not give up. We are tenacious and will see things through.

When we work, we:

Aim high

We have the highest expectations. We ask everyone to give their best in everything they do. The children at our schools are expected to aim high, and the staff at ARK does the same. We don't accept excuses, and we don't make excuses.

Use rigorous research

We use the latest research and data in all our work, and we scrutinise our results. Our approach is evidence-based, and we direct our resources to those projects that we are sure will make a difference.

**Work smart**

We work hard to achieve our aims. But, more important, we work smart.

We are systematic, seeking models that are already successful and finding ways of building on that success. We share our expertise – between teams, between schools, across the world. This way, we maximize our results.

Work as a team

Tough challenges take grit and determination, and teamwork too. None of us can succeed on our own. We need to support and learn from each other, and we work best when we work as a team.

Together, we make the biggest difference.