



Job Title: Programme Lead

Location: Based in Mumbai

(may require limited travel outside Mumbai)

Employment Type: Permanent, Full time, 6 days a week

Reporting to: Senior Programme Manager
(Operations)

BACKGROUND

Apni Shala Foundation is a young and vibrant organisation having its roots in the Tata Institute of Social Sciences. The organisation has been working towards **building social and emotional competencies among individuals to constructively engage with society and have a harmonious coexistence**. We are working towards a 3-fold mission:

- creating promotive and preventive mental health programs in partnership with schools
- offering professional development opportunities to teachers, educators and mental health professionals
- running a research-based school that integrates academic and social and emotional competency development.

Apni Shala's Social Emotional Learning (SEL) framework is based upon Collaborative of Academic Social and Emotional Learning (CASEL, USA) and is informed by Narrative Practices, Diversity & Inclusion, Constructivist Learning Theory, and Growth mindset. The programme creates SEL opportunities for students through a variety of media such as art, mindfulness, story-telling, audio-visuals, team building activities, games and drama.

Within a period of 7 years, Apni Shala has engaged more than 6000 children in and around Mumbai and built programmes offering social-emotional learning opportunities to children over 30 schools and organisations. Our core programmes are aimed at engaging children, parents and teachers. Apni Shala is funded by institutional grants, individual donations and revenues through workshops.

Apni Shala has grown from a team of 3 in 2013, to an organization of almost 30. We strongly believe that the individual passions of each team member fuel the growth of the organization and give it direction. We take the personal and professional development of our staff very seriously and it forms a major part of our organizational operations.

Apni Shala's mission, vision and values guide our work. Please visit www.apnishala.org to learn more.

JOB PURPOSE

Apni Shala envisions providing access to joy-filled, creative and experiential social-emotional learning to all children across the age group of 7 to 15 years, from low-income communities. The Programme Lead plays a major role in realizing this vision. Reporting to the Sr. Programme Manager, the Programme Lead will be responsible for coordinating the Apni Shala Programmes for children in Schools and NGOs across India. The Programme Lead will be responsible for delivering and monitoring short and long term programmes for children and overseeing the delivery of the programmes in coordination with facilitators at the assigned schools and NGOs. As a Programme Lead, you will be working closely with the Programme Managers and the facilitators.

RESPONSIBILITIES

Programme planning, facilitation, and enhancement

- **Planning and preparation**
 - Demonstrate knowledge and skills for SEL content and pedagogy
 - Plan and design sessions to impact students' social-emotional learning in alignment with Apni Shala curriculum
 - Actively research and enrich facilitation skills through contemporary research in SEL and mental health
- **SEL Facilitation with students**
 - Facilitate SEL curriculum with students in partner schools/organizations
 - Effectively use mediums of art, drama, stories, games, etc to engage children in learning following the framework provided in the curriculum
 - Establish a safe, respectful learning environment for all students
 - Establish effective classroom procedures (transitions) and help support SEL-aligned student behavior.
 - Conduct assessments of outcomes for all children from assigned groups
 - Plan and/or facilitate SEL sessions during summer and winter breaks at partner sites
- **SEL in the environment (within and outside partner schools)**
 - Facilitate SEL implementation within the school climate, including but not limited to, teacher engagement, caregiver meetings, community projects and school campaigns for assigned classrooms/partners
 - Facilitate educators' professional development on SEL and mental health awareness
 - Advocate for SEL and Mental Health in all spaces
- **Professional Responsibilities**
 - Invite and/or manage volunteers assigned to the student-groups
 - Build meaningful relationships with class-teachers and other school stakeholders for programme enrichment



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SEL In School Climate

- Co-design SEL campaigns and other SEL-based initiatives in school climate and implement in partnership with Apni Shala and school teams
- Co-design Caregivers' engagement and implement in partnership with Apni Shala and school teams
- Co-design Stakeholders' engagement for deeper SEL work in schools and implement in partnership with Apni Shala and school teams

Partnership Building and Management

- Strategize, Strengthen and Deepen partnerships with assigned schools or partners
- Manage stakeholder which includes teachers, principals and caregivers at assigned schools by coordinating meetings, relaying important information, and facilitating feedback meetings
- Identify and build partnerships with organizations and schools inside and outside Mumbai
- Conduct surveys and interviews as required by the monitoring & evaluation process

Coordination & Supervision

- Lead and supervise 3-4 team members through the year which will include monitoring- facilitator attendance, punctuality, review of lesson plans, assessments, session observation, teacher observation, caregiver engagement programme, school campaign follow-up, peer review and feedback
- Create monthly progress reports, collate data from schools and present to team
- Coordinate visits for donors, volunteers, supporters at partner schools
- Participate in the performance management processes for all programme staff that you have worked with
- Participate and assist in implementing capacity building sessions using internal and external resources for the programme team.

Self Development

- Work towards personal and professional development goals by attending mandated workshops and other relevant workshops/courses or reading and researching on relevant themes
- Participate in being supervised by your supervisor by attending meetings aimed at reflection, personal and professional development

Peer/Team Development



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- Provide professional development to the team for SEL in School Climate and relationship development with partner schools
- Contribute towards the team's development by engaging actively in professional development opportunities, co-planning and collective work

CAPABILITIES

Knowledge

- Knowledge of mental health and Social-Emotional Learning
- Knowledge of Narrative Practices, Mindfulness, Diversity & Inclusion, Growth Mindset and Constructivist Learning Theory
- Understanding of educational theories, child development concepts, classroom management, and effective facilitation

Skills

- Well developed communication skills with students, stakeholders, and colleagues
- Ability to work and take group sessions with children aged 7-15
- Ability to lead a team
- Good reading and writing skills in English and verbal skills in Marathi or Hindi
- Ability to offer and receive constructive feedback and create plan of action for improvement
- Ability to collaborate and cooperate with team members
- Ability to motivate and inspire others
- Ability to deal with ambiguity and actively seek out to resolve conflicts
- Proficiency in the use of standard software applications (MS word, Excel, Powerpoint, Google drive)
- Proficiency in report writing
- Comfortable in traveling across Mumbai

Attitudes/Mindset

- Commitment towards one's own social and emotional development
- Sensitivity towards the need of stakeholders
- Committed to Apni Shala's vision & values
- passionate and accountable for our work with children and communities
- constantly striving to increase the impact of our work.
- self-motivated and self-driven.
- openness to explore new and innovative learning methods

Background/Experience



The ideal candidate should have one of the following:

- A postgraduate in Education, Psychology or Social Work preferable and relevant work experience of at least 2 years (see responsibilities above)
- A postgraduate/graduate in any discipline (other than, education, psychology or social work) and relevant work experience of at least 3 years (see responsibilities above)
- Experience of coordinating and/or managing a team in a formal or non-formal setup

WORKING CONDITIONS

- Programme Lead will work out of the Apni Shala office in Kurla, Mumbai and their assigned school locations. In addition to this, for other Apni Shala related initiatives, they may need to travel to other locations in and around the city and outside.
- Work timings: Apni Shala team works 5 days a week + alternate Saturdays, 8 hours each day. The start and end time for each day may vary for Programme Leads based on assigned schools' schedules. While Apni Shala maintains a healthy work hour policy, at times, defined work hours may change for a day based on organisational needs. All team members are encouraged to offer flexibility around this.

Note: All Apni Shala employees will have a job description that will outline responsibilities, specific duties and delineate lines of reporting. However, at times, an employee may be assigned a task that is not spelled out in their job description including a job customarily assigned to another individual. In such cases, it is essential that a collaborative spirit of collegial interaction is demonstrated. Supervisors will keep in mind the job description when assigning tasks and adhere to the spirit, if not the letter of the job description.

Child Protection and Safety: Apni Shala Foundation promotes a safe and positive community and has a special obligation to protect students. All employees are bound by Apni Shala's child protection policy. All team members are responsible for the safety and well-being of every child.

APPLY NOW

Send your resume and cover letter by email to hr@apnishala.org. In your cover letter, do tell us why you would like to work with Apni Shala in the role of Programme Lead.

For more about Apni Shala, please visit Apni Shala online at www.apnishala.org | apnishala.wordpress.com | facebook.com/apnishala



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