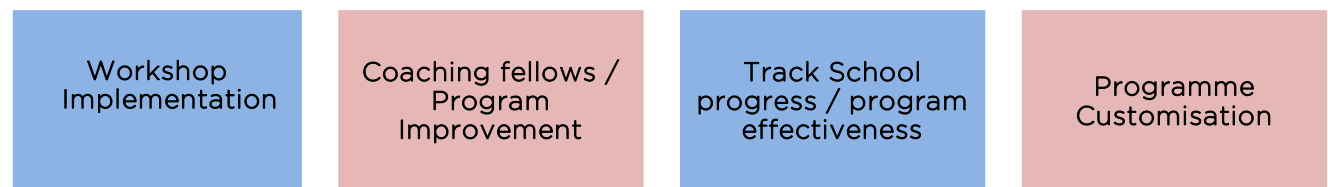




<b>Role:</b> Programme Manager	<b>Reporting to:</b> Programme Lead
	<b>Location:</b> Multiple Cities Travel involved within and outside city

**Summary:**

As a Programme Manager the individual will be responsible for providing expert level support to a designated group of principals and develop activities that will help them become effective school leaders.



**Job Responsibilities**

- Serve as coach to principal/owners which involves regular schools visits, phone calls, and communication via email
- Support implementation of the monthly workshops and high-performing school visits
- Provide instructional and operational support to the Programme Lead
- Provide strategic input on the on-going development of the ISLI Fellowship in your city
- Supports school leaders' achievement of goals
- Analyze School Leader's practice through classroom observations/teacher feedback sessions, data analysis, and school and works with the School Leader's on areas of improvement
- Provides clear and direct feedback to School Leader's based on analysis of practice and reflective dialogue
- Tracks school progress to assess the effectiveness of support
- Assists in developing on-site support protocols, tools, and materials tailored to the specific needs of the School Leader's
- Builds relationships and fosters collaboration to ensure support is effective

**Qualification and Experience**

- Bachelor's or equivalent degree required,
- Minimum 4 years of work experience, at least two years in the education sector required
- Successful teaching experience is highly preferred
- Experience facilitating sessions, being a part of teams, and supporting results oriented goals
- Experience presenting to and working with adults
- Language: Hindi and English required in Mumbai



Marathi preferred in Pune  
Telugu preferred in Hyderabad  
Kannada preferred in Bengaluru

#### **Additional skills**

- Basic understanding of educational pedagogy and best practices in teaching and learning
- Awareness of fundamental principles of effective schools and school leadership
- Ability and desire to motivate adult learners to improve professional practice
- Self -starter, Entrepreneurial spirit
- Desire to learn about how to support leadership in schools in India
- Excellent Microsoft Excel, Word and Powerpoint skills
- Comfortable with Google apps for business -Gmail, Google Drive, Google Calendar etc

#### **Contact**

- Interested candidates may email their resume and cover letter to Nikita Nichani at [info@indiaschoolleaders.org](mailto:info@indiaschoolleaders.org) with subject line - “Application for Programme Manager”