



Role: Programme Lead	Reporting to: City Head	
	Location: Pune Travel involved within and outside city	
<b>Summary:pu</b> The Programme Leads will be responsible for the managing and implementing the Programme in each city. S/He will also be responsible for supporting City Programme Manager (CPM)		
City School Visit and Analysis	Programme Development and Monitoring	Management of CPM's
<b>Job Responsibilities</b> <ul style="list-style-type: none"> <li>● Serve as a coach to principal/owners to a few schools in the city. This involves regular schools visits, phone calls, and communication via email with the school leaders.</li> <li>● Thought partnering on programme management and execution in the city</li> <li>● Oversee City Programme Managers</li> <li>● Work with the City head and Chief Programme Officer (CPO) to ensure execution and effectiveness of programmes of the ISLI Fellowship for each year</li> <li>● Work with the Curriculum team to customize the curriculum and implement the programme(s)</li> <li>● Support and quality assure the work of City Programme Managers by supporting them to ensure positive, developmental experience for all School Leaders throughout the two year ISLI city fellowship programme.</li> <li>● Collect data from school leaders to ensure key indicators are being met (ex. number of meetings between thought-partners per quarter)</li> <li>● Collect, analyse and report data to monitor effectiveness of curriculum and workshop style</li> <li>● Assist in the induction of the newly appointed CPM's</li> <li>● Implement monthly school visit protocols to support implementation and improvement in schools</li> <li>● Collect and report on data relevant to the ISLI Fellowship (ex. Record-book data, daily school visit summary, monthly school summary, action research summary) on site to monitor effectiveness of model (monthly)</li> <li>● Maintain customized learning plans and monitor implementation as per requirement and provide constructive feedback to Curriculum Team -</li> <li>● Recommend programme amendments based on issues faced in the city</li> <li>● Make city specific development to programmes to increase impact</li> <li>● Liaise with programme leads of other cities for knowledge sharing of best programme practices</li> </ul>		



### Qualification and Experience

- Bachelor's or equivalent degree required
- Minimum 6-8 years of work experience, ideally in education sector required
- Teaching experience required, however applicants from the education sector with strong experience will be considered.

### Additional skills

- Strong communication skills
- Good understanding of educational pedagogy and best practices in teaching and learning
- Awareness of fundamental principles of effective schools and school leadership
- Desire to learn about how to support leadership in schools in India
- Ability to compile accurate and clear reports using data
- 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 [hr@indiaschoolleaders.org](mailto:hr@indiaschoolleaders.org) with subject line - "Application for Programme Lead"