

NEPAL GOODWEAVE FOUNDATION

Terms of Reference of Teacher, “Hamro Ghar” Transit Home

This position will work with the team of NGF’s Child Development Section (CDS), IMC section and is responsible to support for overall development; focusing on educational of children who are removed from different carpet and brick factories and are staying in the transit home. The Teacher manages all the teaching and learning activities of the children and prepares them to get admission in formal schools.

Term

Regular (Initially for two years with probation period of 6 months unless NGF decides otherwise; and possibility of extension based on evaluation and organization’s rule)

A. Main Duties and Responsibilities (Job Descriptions):

- Teach all assigned classes for the children of “Hamro Ghar” studying in different levels in an effective and child friendly manner.
- Prepare weekly lesson plan for the children. Also, prepare for classes on daily basis before entering into the classes and provide the plan to the coordinator.
- Conduct unit tests, terminal exams and maintain the performance record of each child.
- Assign and check the home works, class works of children regularly.
- Prepare exam question paper, check the exam answer sheet and prepare the results of the children.
- Motivate children towards achieving in studies through rewards, one-in-one sessions etc.
- Provide extra support to the weaker children and help them overcome their problems.
- Plan and organize extracurricular activities for the children.
- Do other academic and administrative works as assigned by the coordinator and cooperate hostel warden.
- Report about the behavioral problems of children to the coordinator, hostel warden, monitoring officer and counselor of NGF if necessary.
- Support in the Community based Rehabilitation (CBR) process of children.

B. Other Conditions:

- The Teacher shall perform the job under the supervision of Coordinator of Transit home.
- The Teacher shall report all the monthly activities directly to the Coordinator.

- The teacher shall also co-operate and facilitate Hostel Warden, Monitoring Officer, Counselor and other staff of “Hamro Ghar” to carry out the duties & responsibilities and additional functions in the Home.
- When needed, working hours shall not be limited to the normal office hours of Home.

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