



GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE TEACHER NON-FORMAL SCHOOL

Location: Islamabad.

1. Organisational Context.

Group Development Pakistan (GDP) is a Civil Society Organization registered under the Societies Registration Act of 1860 working on protecting and promoting child rights and strengthening child protection and justice with children across Pakistan. GDP believes in a democratic and humanistic society in which the most important stakeholders-children- are acknowledged, respected, and protected from violence and discrimination. GDP follows a holistic, creative, participatory, eco-friendly, child-focused, and human rights-based approach.

2. Role Summary

The **Teacher** will primarily educate Afghan refugee children who attend the non-formal school. They will create a supportive, nurturing, and inclusive learning environment, develop lesson plans, facilitate engaging/ interactive classroom activities, and assess student progress. The Teacher will be fluent in Pashto and Afghan languages, ideally from the same community, to ensure effective communication with the students.

3. Essential Duties and Responsibilities

The **Teacher** will perform the following tasks as part of their role:

Curriculum Delivery and Instruction:

- Develop age-appropriate learning materials as per curriculum/ course.
- Create a safe, positive, inclusive learning environment that encourages student participation, engagement and embraces diversity.
- Utilize various teaching methods and resources to accommodate different learning styles and abilities.
- Foster a supportive and culturally sensitive classroom environment that respects children's diverse backgrounds.
- Employ various instructional strategies and techniques to facilitate stimulating and interactive classroom activities which encourage collaboration, critical thinking, creativity, and problem-solving among the students.
- Provide clear and concise instructions, explanations, and demonstrations to facilitate student understanding.
- Use effective classroom management techniques to maintain a productive and disciplined learning environment.
- Adapt teaching strategies to meet student's needs and abilities, including those with special educational needs.

Student Assessment and Progress Monitoring:

- Evaluate and assess student learning progress using appropriate assessment methods (formative and summative assessments), including observations, tests, projects, and assignments.
- Provide constructive feedback and guidance to students to enhance their learning and academic growth.
- Maintain accurate and up-to-date student attendance records, assessments, and progress reports.

GROUP DEVELOPMENT PAKISTAN

- Collaborate with the school's monitoring and evaluation team to contribute to the overall assessment of the non-formal school program.

Collaboration and Communication:

- Establish positive relationships with students, parents/guardians, and the wider community to foster a supportive educational partnership.
- Communicate effectively with parents/guardians regarding their child's progress, achievements, and areas for improvement.
- Collaborate with other teachers, field staff, and project coordinator to ensure a cohesive approach to education and student support.
- Attend regular team meetings, professional development sessions, and training workshops to enhance teaching skills and knowledge.

4. Qualifications, Experience, and Skills

- **Qualification:** bachelor's degree in education or a related field. A teaching certification or diploma is preferred.
- **Experience:** minimum of 2 years of teaching experience in a formal or non-formal educational setting, preferably with Afghan refugee children.
- **Language Skills:** Fluent in Pashto and Afghan languages (both written and spoken) to effectively communicate with students and parents/guardians.
- **Cultural Sensitivity:** Awareness and understanding of Pashtoon/ Afghan culture and Afghan refugee communities' unique challenges.
- **Teaching Skills:** Ability to develop engaging and interactive lesson plans, utilize effective teaching strategies, and manage a diverse classroom.
- **Classroom Management:** Strong classroom management skills to create a positive and disciplined learning environment.
- **Communication:** Excellent verbal and written communication skills in English and the ability to communicate effectively with diverse stakeholders.
- **Teamwork:** Demonstrated ability to work collaboratively with colleagues and stakeholders to achieve common goals.
- Note: This job description may be subject to modifications as per the organization's requirements.

5. HOW TO APPLY

Interested candidates are requested to share their applications or letters of motivation (clearly mentioning the vacancy title in the email subject) and detailed CVs via hr@gdpakistan.org by 18th June 2023. We encourage women, gender-variant persons, minorities, and differently-abled individuals who meet the criteria to apply. The position is based in Islamabad, and preference will be given to local candidates with the required skills and competencies.