

Job description

Job title:	Mathematics assistant
Group:	Education Services
Dept./Project/Service:	Building Learning Foundations Programme
Reports to:	Mathematics F1 Lead
Responsible for:	N/A
Usual office base:	Education Development Trust, Kigali, Rwanda

PURPOSE OF POSITION:

To perform basic administrative duties for foundation 1, Mathematics and contribute to the development of teacher and pupil resources as well as the corresponding teacher orientations and continuous support.

Roles:

1. Serve as the primary liaison between the foundation 1, Mathematics and operations team.
2. Prepare administration, logistics and financial requests related to the foundation 1, Mathematics planned activities.
3. Ensure a proper filing of all Mathematics-related correspondence, products and monitoring and evaluation documentations.
4. Document processes and procedures as well as overall Mathematics lessons learned on an ongoing basis during the Program period.
5. Contribute to the preparation of the education program activities plans and budget.
6. Contribute to the development and production of pupil and teacher Mathematics resources including manipulatives, print and video materials.
7. Follow up and quality ensure all the illustrator's work.
8. Participate in the Mathematics video shooting activities and ensure all clips are shoot and edited as per details from the scripts.
9. Participate in the face to face capacity building of field staff events as necessary.
10. Manage the distribution of teacher and pupil Mathematics resources in schools as well as all the orientation materials including the records keeping.
11. Conduct follow up school visits to document Mathematics achievements, ensure resources distributed are in the hands of teachers and pupils, and provide any technical assistance on their use and storage.
12. Contribute to all other BLF activities as needed.

Person Specification:

Knowledge

Essential:

- Bachelor's degree in education, teacher education, curriculum and instruction, elementary teacher education, or education with a Mathematics/science focus;
- Understanding of the Rwandan education context specifically Mathematics education;
- Good knowledge of the Rwandan P1-3 Mathematics curriculum and the 2015 Competence Based Curriculum an asset, desired

Experience

- Demonstrated experience and good knowledge of the BLF programme.
- Experience in overseeing the physical delivery of training materials for large-scale education programs required
- Experience in developing teaching and learning materials for lower primary grades, desired.
- Experience in Mathematics teaching and/or lower primary education an asset.

Skills:

Essential:

- Articulate and professional and able to communicate in a clear, positive fashion with clients and staff;
- Excellent oral and written communication skills in English and Kinyarwanda required.
- Excellent interpersonal skills and flexible attitude.
- Ability to work to precise deadlines
- Ability to work independently and as an effective team member

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering the vision	Motivating Others
Integrity - Supporting and Building Trust	Upholding principles and values	Communicating with impact and empathy
Accountability - Delivering and Improving	Driving performance	Delivering commercial outcomes
Collaboration - Engaging and Partnering	Engaging others to achieve goals	Influencing and negotiating

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Education Development Trust is an Equal Opportunity Employer. Women are encouraged to apply.