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| **Designation:** | Teacher/Tutor |
| **Job Department:** | Education |
| **Years of Experience:** | 1-3 Years |
| **Qualification:** | B.ED. / Masters in Arts |
| **Job Location:** | Bhubaneshwar |

**ROLE DESCRIPTION:**

* Manage teaching protocol for children with cancer within hospitals in the IPD, OPD or School Rooms, through engaging, creative, learning experiences, etiquette and hygiene.
* Coordinate with children from the designated CHSU, who have been reintegrated into their former schools, and submit completed Education Scholarship applications.
* Coordinate with children under treatment in the designated CHSU and survivors, and submit completed applications for the Annual National Childhood Cancer Excellence Awards (ANCCEA).

**DEPARTMENT DESCRIPTION:**

The Department of Education at CanKids…KidsCan represents education outside of a standard school setting, for children undergoing cancer treatment. A Non-Formal Education is the wise, respectful and spontaneous process of cultivating learning. It works through conversation, and the exploration and enlargement of experience. Non-Formal education has activities with children and adults. It will help the children to learn basic education, etiquettes and hygiene factors. Formal Education aims at activities with children and adults that will help them learn as per the curriculum and also provide for cocurricular activities. Scholarships are provided to children who have been reintegrated into their former schools. Through the Annual National Childhood Cancer Excellence Awards (ANCCEA), students who are undergoing treatment and who are survivors, are felicitated for their indomitable will and courage to pursue excellence in academics, creativity, sports and science and technology.

**COMPETENCIES/ SKILL SET:**

1. Good knowledge of subjects
2. Ability to teach children of all age groups (3 years onwards) and keep them engaged
3. Interpersonal and communication skills
4. Strong and engaging leaders and motivators
5. Strong decisions makers and good time management.
6. Commitment and passion for the cause of children with cancer.

**KEY RESULT AREAS:**

1. **Non-Formal Education** – Preparing creative teaching resources, including worksheets, with age relevant learning outcomes for children with cancer; keeping children engaged through games, art, craft, stories, poems.
2. **Formal Education** – Preparing creative teaching resources, including worksheets, with age relevant learning outcomes for children with cancer; implementing the online PEP and Tutoring and Mentoring Program of the Education Department
3. **Therapeutic Education** – Teaching basic etiquettes and hygiene to children with cancer through the daily WASH-c sessions; conducting yoga/ light exercises and meditation for children with cancer, whenever appropriate; interacting with children and their families and counseling them.
4. **Outings and Celebrations** - Work with the team to organize celebrations and outings for the children, whenever appropriate.
5. **Awareness and Advocacy** - Conduct and/or participate in awareness and advocacy programs organized by CanKids.
6. **Administrative** - Maintaining all relevant records; submitting reports as required by the Management and Donors

**DUTIES AND RESPONSIBILITIES:**

1. Teaching basic education in the hospital wards/ OPD areas/School Room in hospitals or HAHs during the student’s treatment, as per their identified levels.
2. Conduct online Tutoring and Mentoring sessions for those children who have been reintegrated to their original schools.
3. Preparing creative teaching resources including worksheets for children as per the levels.
4. Preparing art and craft activities for the children according to the monthly topic sheet.
5. Teaching different types of crafts to children, according to their age, to keep them engaged.
6. Conducting yoga/ light exercises and meditation daily and organising various indoor and outdoor games like ludo, carom etc. to divert children’s mind and change their mood, through their cancer treatment.
7. Narrating age specific stories to children and teaching them poems and songs.
8. Conducting regular WASH-c sessions for the cancer affected child and their families.
9. Counselling children and creating a warm, compassionate environment by providing an emotional, psychological, and spiritual support to them.
10. Advising and recommending children and their families to Senior Counsellors for further counselling if required.
11. Making children and their parents aware of the other sub-services provided by the CanKids Education Department such as the Annual National Education Excellence Awards and the Education Scholarship Program, assisting them in the application process (fill the form, attach the relevant documents and bills, send their applications to HQ, follow up on the applications with the Education Team at HQ and ensure that the allotted amount is successfully reimbursed).
12. Maintaining all relevant records such as Student Attendance Register, Monthly Unit Plan, Progress of student’s learning, through the PEP, Reports,
13. Submitting Monthly, Quarterly, Half Yearly and Annual Reports as required for the donors and Management.

**Additional Duties:**

This job description in no way states or implies that these are the only duties to be performed. You will be expected to follow any other job-related instructions and to perform other job-related duties as requested by your supervisor.