

Assistant Manager

Competency Based Learning (CBL)

About Rupantar, Sri Aurobindo Society

Rupantar, is the education arm of Sri Aurobindo Society. It's a teacher-first, social innovation platform that empowers and supports teachers in India, with a special focus on bolstering those in socio-economically weak districts by providing them with innovative initiatives, teacher technology and actionable competency training. We are currently the widest social innovation program in the country, supporting 31 States & Union Territories and in partnership with national and international bodies like CBSE, NCERT, Cambridge, ACER and more.

Key Details About the Position

- Entity name: Rupantar, Sri Aurobindo Society
- Project: Competency Based Learning (CBL)
- Position: Assistant Manager
- Scope of Work: A dynamic mix of subject expertise, training skills and project coordination
- Reporting to: DGM Training (CBL Program Lead)
- Location: Hauz Khas, New Delhi (6 days working, work from office)
- Office Timings: 09:00 am to 6 pm

Responsibilities

Part 1: Academic (70%)

- Create highly engaging and competency-oriented lesson plans for K-10 in English/Mathematics/Science
- Develop high quality and competency-based assessment items K-10 in English/Mathematics/Science
- Conduct high impact pedagogical trainings (online and face to face) by incorporating strong elements of subject mastery, contextualization, interactivity, creativity and critical thinking
- Provide active support in designing and quality checks of the content and assessment items

Part 2: Coordination and Program Support (30%)

- Manage programme data, records and resources – MIS
- Draft notes, emails, meeting agendas, minutes, letters, application
- Coordinate with curriculum team, social media team, design team, state teams for various outputs
- Occasional interstate travel to project sites
- Any other work assigned by the Project Lead, as and when needed

Key Requirements:

The candidate should have:

- 2+ years of experience in teaching, conducting trainings to teachers and/or content development
- Master's degree in Science/ English/ Mathematics
- In-depth conceptual understanding of a particular subject of his/her specialization
- A holistic understanding and skill of developing quality assessment tests/tasks for the subject of specialization
- Familiarity with textbooks published specifically in India as well as grade wise progression of concepts, learning outcomes and learning objectives
- Strong verbal and written communication skills
- Keen attention to detail, strong organizational skills and ability to work independently
- Good working knowledge of Microsoft Office Word, Excel, PowerPoint
- Ability to deliver under pressure, dynamic environment and tight timelines

Candidates with a mix of teaching, content creation and training background will be preferred.

If interested, please mail your CV to simrat@aurosociety.org with the title "Application for the position of Assistant Manager-CBL".