



About Saturday Art Class

Saturday Art Class is a not-for-profit social organization operating in the education sector. We are a **school-based intervention** working towards empowering children from low-income communities; by taking them through a process of **creative exploration and expression** as a means to facilitate **Social and Emotional Learning (SEL) integrated with Art**.

Since its inception in 2017, Saturday Art Class has impacted over **5,700+ children** through a network of **1,300+ Volunteers** sensitized and trained to the importance of Social-Emotional Learning and Art.

Our Vision

Creatively empower children within and in the world around them.

Our

Mission We inculcate social-emotional learning into schools and organisations that serve children from low-income backgrounds and create safe spaces for expression by engaging children in a process of creative exploration through Art.

Purpose of the Program Manager Role:

Program Managers play a critical role in the continuous support and development of the facilitators and mentors at Saturday Art Class. They serve as managers and coaches for a group of 25 facilitators and corresponding mentors towards creating individuals who drive excellence in the field of social emotional learning in the classroom and a deep sense of clarity and conviction in the long-term impact of SEL in students. Program Managers support facilitators and mentors through training, facilitating spaces for collaboration, regular classroom observation, continuous feedback and coaching cycles with partner organisations. As the first point-of-contact between all partners and the organization, they are also responsible for cultivating a strong and productive ecosystem for Saturday Art Class and a positive team culture across their team and the larger organisation.

Location of role: Mumbai (Full time role)

What Saturday Art Class can offer you?

- 1) A challenging yet flexible workplace in which every individual employee's staff journey is tracked for excellence and leadership.
- 2) A work environment in which employees' holistic well-being is a core priority, enabling people to be their best selves.
- 3) The opportunity to be part of an organisation that partners with some of the most established and visionary movements in the education sector in India
- 4) Access to connections and resources from our networks and partner organisations



networks.

- 5) Remuneration that is competitive with Indian NGO pay scales
- 6) Opportunity to be an intrapreneur and build your leadership skills
- 7) A stronger understanding of Social Emotional Learning
- 8) Knowledge and experience on how to coach and manage educators, facilitators and volunteers (mentors)
- 9) Opportunity to manage and analyse student data.
- 10) Training on how to implement an Art integrated Social Emotional Learning program for students.
- 11) An unlimited set of magical memories with Saturday Art Class.

Responsibilities:

The Program Manager plays the critical role of developing our facilitators and mentors as arts integrated SEL facilitators and leaders ensuring a journey for our facilitators as well as quality SEL arts integrated education in classrooms. In order to enable that, she/he will focus on the following areas:

Primary Responsibilities (~50-60% of the time)

Coaching towards Outcomes

- Manage & coach a group of approximately 25 facilitators and corresponding mentors to achieve ambitious outcomes in their classrooms:
- Support facilitators and mentors in understanding their children's context, understand gap to social emotional learning and its impact and internalize the stakes
- Enable and support facilitators and mentors to set ambitious yet feasible social emotional learning goals for their students and ensure accountability towards the same through regular interventions
- Reviewing and seeking feedback from all stakeholders in partner organisations from the program, training wherever required- brainstorm with mentors and facilitators
- Observing classrooms to coach & strengthen execution, to gather data on student learning and teacher proficiency
- Analysing student achievement data and problem solving with facilitators and mentors to prioritize the teacher actions that most impact student social emotional learning outcomes.
- Building strong relationships and a strong team culture among their cohort of facilitators and mentors and investing them in their potential impact by playing the role of a sel integrated arts facilitator.



- Design Unit Plans & Action Plans that build on the organization's priorities to facilitate on-going learning experiences, both at an individual and group level (e.g Learning Circles, Coaching Conversations) that allow facilitators and mentors to connect all aspects of the curriculum and program outcomes.
- Collect, analyze and respond accurately and effectively to individual and group-wide data sets and evidence to understand underlying causes and design appropriate support.
- Train & Coach facilitators in developing the necessary competencies to drive growth towards student outcomes as per the curriculum and training program.
- Use the curriculum frameworks, assessments and rubrics effectively to facilitate reflection and meaning-making to build a movement of leaders who will eliminate educational inequity.
- Management and coordination of building and establishing focus groups + control groups with each partnership.
- Managing and creating Monitoring and Evaluation structures and partnership reports.
- Ensure that the weekly activities of the SARc program are being administered by the coaches and mentors as per the SOPs / Curriculum at all the centers (schools and partner organisations).
- Ensuring that material is distributed to the centers as per the need on a phase by phase basis.
- To govern the quality management of the programme through frequent surveys and site visits

Building a Strong Program Culture:

- Build and execute a robust culture strategy for all facilitators that is focused on the Saturday Art Class Training and Program
- Facilitate and enable shared learning, support and strong self and peer accountability within their mentor and co-fellow circle and school team where applicable.
- Clarify and reinforce adherence to organisational and school policies, practices and procedures within mentors and facilitators.



Additional Responsibilities:

Role as ambassadors of the organisation (40-50% of the time)

Note: With time, our Program Managers build mastery over some of these practices and often are more efficient at executing these pieces. Also, with time, the role of the PM might also evolve from only inputting to owning parts of the organisational priorities.

- Maintaining positive relationships with members in the organisation, partner organisations, school administration, Headmasters, and various stakeholders.
- Support the organisation in inputting into training design for trainings for mentors and facilitators
- Recruitment and selection

Minimum Qualifications, Skills and Competencies:

- Bachelor's degree in psychology/social work/education or a related field
- Strong understanding of Social Emotional Learning in the Education space and of the arts.
- Demonstrate emotional maturity, trust, effective relationship-building and teamwork with adults in order to achieve results
- Clear, confident, and engaging communication
- Strong reasoning, problem-solving skills – including analysing data to respond to the needs of facilitators through prior experience of being an educator
- Ability to establish and manage a community of facilitators and mentors towards achieving collective and personal goals
- Strong desire to learn new things and grow professionally
- Making informed, timely decisions and using sound judgment to prioritize actions
- Planning, organizing, communication and time management skills
- Comfortable working with Technology such as Google Slides (PPT), Google Drive, Emails, Google Calendar, Google Sheets and Video platforms (Zoom, Meet etc)



Reporting Structure:

- **Manager:** The role will report to the Program Lead of Saturday Art Class
- **Direct team:** The role will directly manage 25-30 Facilitators and corresponding mentors
- **Indirect team:** The role will indirectly manage the interns and volunteers that help out with the organisation.

How to Apply:

Please email your CV with a covering letter to careers@saturdayartclass.com

Subject line : Application for Saturday Art Class Program Manager.

We are looking at an immediate starting date!