



## **Job description for Curriculum Manager at Saturday Art Class**

### **Description of the Organisation**

#### **Problem:**

586 million children across the world live in monetary poor households. In light of the recent pandemic, it is now estimated that 219 million of these children reside in India. (UNICEF & World Bank). The intersectional effects of poverty such as discrimination, violence, unhealthy lifestyles and illness act as a deterrent in these children's ability to develop holistically.

These children attend schools that lack the curriculum and infrastructure to cater to a child's creative and social emotional development that are critically important for success in school and life. While these reforms exist within the National Education Policy 2020, there is a gap in the teacher training infrastructure to implement them effectively within the education system. These issues have been further exacerbated by the pandemic with more children showcasing poor social & emotional health and more educators experiencing a disconnect from their students at an emotional level (Azim Premji University).

#### **Solution:**

Saturday Art Class partners with organisations to train and build capacity in their educators to integrate creativity, compassion and awareness into a child's education journey by providing them with the necessary tools & training to bring about a positive change in the lives of children aged 7 - 14 from disadvantaged communities.

**Vision:** All children are creatively empowered to make a change within and in the world around them.

**Mission:** To build capacity in educators to integrate creativity and social emotional learning skills to bring about a positive change in the lives of children from disadvantaged communities.



## **Roles and Responsibilities of Curriculum Manager**

We are looking to hire an exceptional Curriculum Manager to join the Saturday Art Class team, which will work on enhancing awareness, compassion and creative outcomes for children across grades 3-8 to bring about a change in their personal, interpersonal lives along with making community impact. The Curriculum Manager will work directly with the Chief Design Officer (CDO) to strategize and design the Saturday Art Class Curriculum. The Curriculum Manager's detailed responsibilities are articulated below. This is a great opportunity for those who like working in a start-up environment, enjoy curriculum research, design and development inclusive of creation of lesson plans and care deeply about enhancing the lives of children and the school and curriculum level.

### **Curriculum Strategy and Research**

1. Review organize & document research from practitioners, academics, learners, etc and identify key takeaways that can be leveraged to better our curriculum.
2. Constantly innovate and design grade appropriate activities.
3. Conduct research on curriculum for training of the trainers and parent stakeholders for all partners.
4. Design a curriculum strategy with goals for grade expansion.
5. Observe sessions of current design with program partners to inform strategy.
6. Formalise & adhere to a curriculum design plan and timeline.

### **Curriculum Design**

1. Create and Design Curriculum Frameworks for the organisation.
2. Create innovative and state of the art content.
3. Create user manuals for execution.
4. Create templates for all grades.
5. Create grade-wise appropriate lesson plans as per the curriculum design timeline.

### **Knowledge Management**

1. Observe sessions of all partners to document best practices, areas of development to inform modification of lesson plans and curriculum.
2. Implement feedback given on the curriculum and modify different aspects of the framework including lesson plans accordingly.

### **Communication**

1. Communicate with the training & impact and the partnerships manager on a daily/ weekly basis to ensure transfer to responsibilities related to a singular partnership.
2. Report to the Chief Design Office on a weekly basis.

### **Team Management**

1. Manage a team of associates effectively, ensure smooth transfer of responsibilities and tasks.



## Minimum Skills and Qualifications

- Undergraduate degree from a top tier institution; while there is no preference for a particular major or specialization, we expect to see a high degree of intellectual curiosity and sophistication.
- Understanding of the education sector and/or needs of children to develop creative expression and social emotional learning skills.
- 2-4 years of work experience in a challenging/ high growth environment
- Strong curriculum design, planning and execution skills.
- Strong instructional proficiency (pedagogy, content, and understanding of child and adult learning) with a deep understanding of excellent student and facilitator outcomes.
- Strong analytical thinking and ability to analyze data, generate trends, and propose recommendations.
- Being open to feedback and having an open mind set to implement the feedback received.
- Experience of having created deep, meaningful learning experiences and resources for adults through strong design-thinking capabilities, addressing both dynamic and diverse learning needs of individuals.
- Excellent writing ability that is clear, concise and analytic in style.
- Excellent communication, interpersonal, and stakeholder-facing skills including solid presentation and facilitation skills.

## Preferred Skills and Qualifications

- Ability to work independently, multitask and make strategic decisions in a fast-paced environment.
- Ability to motivate a team and develop individuals over time.
- Excellent proficiency in Hindi, Marathi, English, Microsoft Office programs and Google Suite.

## Selection Process

1. Applicants will submit their application for this preferred role by filling an [application form](#).
2. Applicants will be shortlisted based on profiles (CV and Cover Letter will be used to understand alignment of minimum qualifications and requirements).
3. Shortlisted applicants will be given pre-work to complete.
4. Shortlisted applicants from the pre-work round will be taken forward to an interview round that will be inclusive of a demo of some kind specific to the role.
5. Shortlisted applicants from the interview round will be called for a follow up interview/in person meeting.



## CTC

The compensation is highly competitive w.r.t the education sector. An indicative CTC is Rs 5 lakh to 5.4 lakh per annum.

**[CLICK HERE TO APPLY NOW](#)**

**Last date to apply is 15th February, 2022.**

If you have any queries kindly email us at [careers@saturdayartclass.com](mailto:careers@saturdayartclass.com)

---