



JOB DESCRIPTION FOR THE EDUCATION INTERN

Post Title	Education Intern - period of internship negotiable at least six months.
Location	Kampala, Uganda
Line Manager	The Project Education Worker
Collaboration & networking	To work with provide support to the Project Education worker in the Learning center as well as work with the Social workers and Outreach team.
Salary & Benefits	Volunteer worker.
Retrak Vision & Mission	<p>Our Vision: To see street children realise their full potential and worth.</p> <p>Our mission: To enable street children have an alternative to life in the streets.</p>
Responsible for	<p>To co facilitate the learning center programs as may be guided by the Project Education worker.</p> <p>To support the Project Education Worker by taking up responsibility in the learning centre by carrying on the planned or necessary activities with the children when there is need for such.</p>
Context	This volunteer is responsible for; conducting teaching lessons both academic/mental and physical education in accordance with the education policy, practice and syllabus of Uganda. Undertake lesson planning and developing learning materials where necessary to aid learning during lessons whenever necessary. The volunteer will teach the children how to read, help in the assessment of the children, help with writing the monthly report as well as help with teaching of life skills. Observe and monitor all health and learning behaviours in children and respond appropriately by helping the child and reporting all cases that need necessary attention.
Skills and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> ✓ Excellent verbal and written communication skills in English, including counselling skills with OVC, with awareness and practical knowledge of development issues affecting children, especially child rights, National and International Instruments for protection, facilitation and enjoyment of the rights of children. ✓ Basic understanding of child development needs and the associated challenges and way out of such challenges. ✓ Proven capacity to coherently and accurately utilise data collection tools and use the gathered information to write reports and draw meaningful conclusion to guide action. ✓ Computer literate - competent in the use of Word, Excel and Power-point.

	<ul style="list-style-type: none"> ✓ Ability to train, coach and mentor teams of young people with varying capacities including delivery of health lessons to the children. A strong personal commitment to the values, principles and organisation strategy of Retrak. ✓ Willingness to work individually/independently, as well as part of a wider team. <p>Desirable:</p> <ul style="list-style-type: none"> • Passion & interest in working with OVC context and street children in particular. • Ability to learn and work in a diverse cross cultural context • Willingness to learn local languages.
Main Duties & Responsibilities	
	<ul style="list-style-type: none"> • Helping children to learn to read through practice. • Assisting in the planning and implementation of the teaching of life skills. • To assist and lead in afternoon activities and games. This includes planning, leading and securing materials needed to conduct these activities. • Assisting in teaching of children. • Help in working on the Teaching and learning environment. • To be open and advise on what would be a good practice in the learning centre • Organise productive activities like debates; games etc that can be productive to the group that may not be part of an ongoing lesson. • To contribute and assist the teacher during the teaching of life skills to the children. • To at all times demonstrate the art of exemplariness to the children. • Work closely with the teacher at the centre and other staff on site to ensure children are encouraged to attend lessons. This may involve asking other staff on site to tell children the benefits of learning/ going to school. • Available at all times for duty; personally enrolled into Retrak values and the mission, whilst helping to ensure that Retrak’s code of conduct, policies and standards are understood and adhered to by all. • Assist in the computation of the monthly report. • Assist in the computation and editing of children’s stories.
	Participation in Staff meetings
	Other Duties as Required
Main Duties	<ul style="list-style-type: none"> ▪ Carries out any other duties as may be assigned by the Line Manager from time to time.