**GWEC Deputy Principal**

**Good Word Education Centre(GWEC) :** is an educational training institution based in Coonoor. It began in 2014 as a unit of Good Word Trust. Good Word Trust is a registered trust in Delhi under the Indian Trusts Act 1882 vide Reg No. 406 and with Registered Office at Kanu Chambers (first floor), C-2 Sanwal Nagar, New Delhi - 110049.

Good Word Trust was registered in 2014. Good Word Trust runs a charitable school in Faridabad, a pre-school and a Boys Home. Good Word Education Centre has been run in Coonoor, South India, as a unit of Good Word Trust, since 2015. The Education Centre offers training in special education to teachers and tuition to students with Learning Difficulties. Whilst Griha Shiksha is a separate unit of Good Word Trust it falls under the management of the Good Word Education Centre. Good Word Trust works in partnership with the Delhi Project of Interserve India to run Griha Shiksha.

**Job purpose:**

The Deputy Principal will work alongside the GWEC Manager to offer and develop courses for GWEC. They will also be responsible for office management whenever the Manager is away.

**Key responsibilities and accountabilities:**

* to work alongside the Centre Manager to provide project and financial reporting to the satisfaction of the Trust Manager and appointed auditor,
* to be a trainer, and on occasions lead-trainer for GWEC workshops and courses,
* to maintain regular and clear communication with the Trust Manager, the Good Word Education Centre Manager and the GWEC staff,
* to provide input on a timely basis to the Trust Manager to enable budgeting, tracking of progress and achievement of objectives,
* to provide written reports and photos to the Trust Manager as required,
* to run staff meetings as required,
* to undertake duties in an efficient and effective manner and develop skills as appropriate to enable this,
* to assist the Trust Manager in day to day activities as required,
* to undertake any other duties as may be required.

**Knowledge and abilities required:**

* Formal Training in Special Education.
* Sound knowledge of strategies for remediation in the range of Special Educational Needs in Children found in mainstream schools.
* Familiarity with International teaching methodology.
* High accuracy in work and attention to detail.
* Excellent communicator in English (oral, written and electronic). Knowledge of Tamil and Hindi an advantage
* Ability to work well in a small dedicated team of staff and to work effectively in the project team.
* Ability to plan and organise work.
* International teaching experience, an advantage.
* Masters in Education or other related field, an advantage.
* Knowledge of the Indian School Boards and curriculum requirements, an advantage.

**Job Key Performance Indicators:**

1. Development of GWEC into a recognised provider of professional development for teachers with specific attention to Special Education.
2. Increased numbers of successful trainees.
3. Increased number of schools with active SEN plans.
4. Successful achievement of annual Griha Shiksha Development Plan objectives.
5. Raise awareness of Home Schooling options to mission agencies and churches.
6. Participate in various Home School networks and forums in India.

**Responsibilities:**

Responsible to: GWEC Principal & the Good Word Trust Manager

Communicating with:

Responsible for: Griha Shiksha staff; and GWEC staff when in acting in-charge role

**Hours of work:**

Normal office hours are 9 am to 5 pm Monday to Friday with a 30 minute lunch break. Success will be based on achievement of goals and objectives.

**Amendment to Job Description:**

The Trust Manager may amend this job description from time to time in consultation with the job holder.