



Ready for Reading | [www.readyforreading.org](http://www.readyforreading.org)

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Phone: +250788305290 / +250788 744300

**I. Organization:** Ready for Reading.

**Job Title:** Pre-primary Class Teacher

**Type:** Full time

**Purpose of this Position:**

Under the general supervision of the Harmony School Supervisor, to have the knowledge.

**Report to:** Harmony School Head-teacher

**Duration:** 1 Year renewable upon the performance.

**BACKGROUND:**

Ready for Reading (RfR) is a local Non-Governmental Organization (NGO) in Rwanda that strives to advance literacy and learning through community based initiatives by fostering literacy, ICT skills and a culture of reading.

The Rwinkwavu Community Library Learning Center (RCLLC) also promotes arts and culture by providing space for community-based groups that are organized, facilitated, and run by community members for their own social and economic transformation.

**Mission**

The mission statement of Ready for Reading (RfR) is: To empower the Rwinkwavu community through literacy, technology, and life skills, enhancing academic, social, and economic opportunities. RfR opened the Rwinkwavu Community Library and Learning Center to enact these principles from the ground up. All of the programming was created with input and direction from the population to be served. The RCLLC is located in the Eastern Province, Kayonza District, Rwinkwavu Sector, and serves the community comprised of surrounding districts including, but not limited to: Rwinkwavu, Kabarondo, Murama, Ndego, Mwiri and Kabare sectors and Nasho in Kirehe District.

**Position summary**

The Pre-primary Class Teacher will be responsible of Planning, organizing and conducts activities to help pre-primary school students to develop a wide variety of skills including speech, reading, writing, motor skills and social interaction.

**Typical responsibilities of this job include:**

- Planning and structuring learning in both indoor and outdoor environments using a variety of materials and equipment to facilitate students' development
- Providing a variety of experiences and activities to develop motor skills, cooperative social skills, confidence and understanding
- Promoting language development through story telling, role play, songs, rhymes and informal discussions held individually and within groups



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- Observing students to evaluate progress and to detect signs of ill health, emotional disturbance and other disabilities
- Observing nutritional health, welfare and safety needs of students and identifying factors which may impede students' progress
- Discussing students' progress with parents
- Welcoming parents observation and recording their feedback
- Attending parent meeting every beginning and end of the school term.
- Participating in community and family support programs as appropriate
- Supervising student teachers on placement
- Developing and implementing lessons and work schemes, using the Early Years Foundation Stage as a framework
- Providing a safe and stimulating environment that facilitates learning
- Organizing and supervising play and work activities (for example reading, cooking, music, dancing etc)
- Liaising with parents, careers and professionals such as speech therapists and health visitors
- Maintaining records
- Monitoring and recording progress

### Technical Competencies

- Degree or Diploma in Early Childhood Development
- A thorough understanding child development
- English proficiency required; Kinyarwanda proficiency preferred.
- Demonstrated oral and written communication skills and ability to work children.
- Demonstrated ability to multi-task, perform in a fast-paced environment & respond quickly to situational needs as they arise.

### Key skills for nursery teachers

- Adaptability
- Creativity
- Patience
- Responsibility
- Resourcefulness
- A good sense of humor

If feel interested or Early Childhood (Pre-Primary School Teacher) is your current occupation then email us your cover letter, CV, and academic documents to: [HR@readyforreading.org](mailto:HR@readyforreading.org) with **Application for Pre-primary Class Teacher** in subject line. Deadline of receiving applications is Friday September 21, 2018 at 5pm. Please note that the selected candidates will be contacted for the interview.