

## Subject Specialists 1 - Languages (English) - (BPS-18)

### QUALIFICATION:

- Master's Degree in English or a higher qualification, with at least M.Ed.
- At least 05 years of progressive experience of working at school or in a Teacher Training Institution
- Experience in the field of curriculum, textbooks development/review, and material development for teachers and students, especially for primary and secondary levels of education.

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### KEY SKILLS:

1. Academic excellence,
2. Research skills,
3. Coordination with and securing cooperation of stakeholders,
4. Strong negotiation, communication and IT skills.

### RESPONSIBILITIES:

1. Initiate, coordinate, facilitate and supervise the review of scheme of studies,
2. Initiate, coordinate, facilitate and supervise the review of curriculum as required by the competent authority
3. Coordinate and facilitate the review of textbooks developed by the TBB and private publishers from grade ECE to 12.
4. Ensure the alignment of textbooks with minimum national standards throughout the textbook development process.
5. Coordinate with the TBB for dissemination and orientation of Textbook standards to all stakeholders.
6. Be responsible for maintaining proper record and minutes of all the process of manuscript review and feedback till issuing of the NOC by the competent authority.
7. Design a feedback mechanism in coordination with TBB for the textbooks in the field (survey, questionnaires, FGDs etc.) and record and analyze results and agree upon remedial action in consultation with the Addl. Director (Curriculum).
8. Keep a record and analyze of the feedback coming regularly from the field about all textual materials and communicate relevant to stakeholders for rectification in the next addition.
9. Ensure that all content are free from plagiarism and proper references are given where required as per existing rules and regulations.
10. Carryout orientation of all the reviewers on the review process and textbook standards.
11. Carryout all responsibilities in consultation with the Addl. Director (Curriculum and Textbooks Review) and the Director DCTE.

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S#	Category of Qualification and Experience	Total Marks	Qualifying Marks
	<b>Qualification</b>	<b>45</b>	<b>35</b>
1	Master degree in English	25	
2	M.Ed.	10	
3	Any diploma/ certificate in English language TEFL/TESOL (local/foreign)	3	
4	M. Phil	3	
5	Ph.D. (if Ph.D. then will get total 7 marks - 3 marks for M.Phil and 4 marks for Ph.D.)	4	
	<b>Experience</b>	<b>35</b>	<b>20</b>
6	<p>1) At least 5 years of progressive experience of working at school or in a Teacher Training Institutions.</p> <p>a. Education Sector (Teaching in school 5 years) – <b>10</b> marks</p> <p>b. Taught in Teacher Training Institute (RITEs/others 2 years) - <b>5</b> marks</p> <p>c. Developed training courses/ contents (5 trainings including 2 English) – <b>5</b> marks</p> <p>d. Conducted training (5 trainings including 2 for English) - additional <b>5</b> marks</p> <p>2) Experience in curriculum and textbooks development, and course design especially for primary and secondary levels of education.</p> <p>a) Experience in text book(s)/ supplementary material development – <b>5</b> marks</p> <p>b) Experience in text book dev./ review – <b>5</b> marks</p>		
	<b>Knowledge and skills</b>	<b>20</b>	<b>10</b>
7	IT skills; able to work on MS word, Excel and power point. Computer based test	10	5
8	<ul style="list-style-type: none"> <li>• Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies.</li> <li>• Knowledge of theories of teaching and learning, Child Development and approaches/ methodologies of teacher training.</li> <li>• Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum for ECE.</li> <li>• Understanding of TNA, TOT and training material development processes.</li> <li>• Knowledge of best practices in development of educational materials.</li> </ul>	10	5