

❖ **Development Instructor at a Street Children's School**

Job Description - March 2008

Dear Development Instructor!

This job description starts with a general introduction to the Humana People to People Street Children's Schools.

After that, you will read about what your job as a Development Instructor at a Street Children's School will be, with practical examples of what that entails and an overview of the structures you will be working within.

As a Development Instructor, you will work with a range of different tasks, depending on the specific needs of the project and the community it serves and on the funds available. The Street Children's Schools are well established and what is needed is to make sure that the educational level for the children is raised. Here, the promotion of DMM will be one of the main tasks, with the aim of putting every child in the center of his or her own education. Also, life skills are taught at the school to prepare the children for the future.

As a Development Instructor, you may be getting Partnerships for new activities or implementing an activity funded by a specific Partner. You may be training teachers in computers skills and other subjects. You will be working with the children and the teachers and people in the community on what is most needed. You will be teaching. You will be organizing practical actions. You will be writing reports documenting the progress of the children to donors and authorities.

Welcome as a Development Instructor at the Humana People to People Street Children's Schools.

1. An introduction to the Street Children's School

Basic education is one of the fundamental rights of children. In many African countries it is a problem that some children never attended school or for various reasons dropped out of school. The children missed school because of for example war, economical hardship, poverty, disease, orphanhood or a criminal record.

These children are left without an education. Humana People to People has taken the task to give them another chance to catch up with their education, giving them the possibility to become capable and responsible citizens in future.

A Humana People to People Street Children's School is a day school enrolling children that do not have the possibility of attending normal primary school.

Humana People to People opened its first Street Children School in the beginning of the 1990s. The children were recruited from the streets in cooperation with the social authorities. Today the picture has changed. Victims of war have decreased since peace is now prevailing in Mozambique and Angola. The number of street children has also decreased. Instead, the numbers of orphans due to HIV/AIDS has increased dramatically. Still, the backgrounds of the children at the schools today represent many complex and difficult situations.

In 2008 Humana People to People is running 7 Street Children's Schools with a total of 4000 children; 2 schools in Angola and 5 schools in Mozambique. The schools are based on the same general concept but each of them has additionally developed its own profile, traditions and specific characteristics. The schools provide primary education corresponding to the national government curriculum.

The schools cooperate closely with the local social authorities about finding and selecting the children to be enrolled.

2. What does the Street Children's Schools Do?

The Street Children's Schools carry out academic training in the mornings and practical production, culture and sports in the afternoons. Most of the children are all-day students, whereby they get a varied, concentrated and diversified school life.

Whatever their age, the children and young ones attend school from grade one (1) to grade eight (8). The teachers teach the basic academic subjects and the school also offers the children practical training as well as training in life skills, so they learn to become responsible for their own destiny.

From grade 8 the children can prepare to enter secondary school education.



3. The people, the structure and the economy at the school

The Street Children's Schools vary in size and have from 200 to 1000 children and young students. The headmaster is the project leader. The number of teachers and other staff vary according to the number of students. Other staff are accountants, caretakers, cooking staff and guards. As a development instructor you are a fully integrated part of the staff and the teachers' council.

The schools teach according to the curriculum of a primary school, although the students may be older than normal primary school children. The school operates in semesters and school years and follows the holidays of other primary schools. Evening and weekend programs are held in addition.

The headmaster, the teachers and the development instructors meet frequently. Together they manage all the questions at the school.

The students take part in making food, cleaning, gardening, maintenance, stock keeping and so on.

A Street Children's School receives its income for the operation of the school from different sources which vary from school to school. A general picture is that school fees are 5% of the budget, 50-70% is paid by the government, and the rest comes from Partners in Development.

4. Your job as a Development Instructor in a Street Children School

To be a Development Instructor in a Street Children School is a broad-ranging task and you need to put all your skills in a

basket and combine them with those of the other staff to reach the goals.

It is important that you act as a team player at the school and that you work under the leadership of the Project Leader and the Co-Project Leader. You can learn as much from them, the teachers and the people at the project as they can equally learn from you, and the wisdom of everyone can be used for the benefit of all at the school.

You will assist the Project Leader in all matters as may be required. You will have practical tasks ranging from repair of equipment, keeping the records of the school's assets and belongings, to spreading information about the school.

You may encounter all sorts of problems, large and small, from the basic to the intractable, so be prepared to be a problem-solver. You will need to be persistent, imaginative, impatient as well as very patient, all at the same time.

Many of your tasks will also be quite down-to-earth, and they may be repetitive such as writing reports, compiling statistics and updating the database with



information about the students. Reports and statistics delivered on time are vital for the donors who provide the funds for the project.

5. Examples of your responsibility areas as a Development Instructor

Below you find some examples of the responsibility areas you may have at a Street Children School.

Teaching.

You will teach the children school subjects such as English, Mathematics, Social Science or Geography depending on the needs of the school and also according to your abilities.

You will teach sports and culture and you will teach the students life skills like nutrition, health or economy.

You will assist the teachers in developing and improving DMM at the school and in producing didactic materials.

Practical actions at the school.

You will be organizing and leading practical actions with the children and taking care of daily responsibilities together with the children. Such practical actions and tasks are for example maintaining and beautifying the school premises, cleaning the school and growing vegetables and other crops for food. Some schools also have facilities for professional skills training like sewing or brick production.

Programs for the community.

The school acts as a cultural center for the local community and you will take part in organizing events and gatherings for the children, their families and the community. The programs are Open Sundays, Parents' Day, Graduation Days, Cultural Events, Sports Tournaments, Educational Presentations or demonstrations such as how to grow healthy vegetables.

Partnership in Development.

You will be involved in raising funds for the operational costs and writing invitations for partnerships and sponsorships of children. If you plan for new developments at the school, you will also be part of getting the partnerships and funds to carry them out.

Enrolling and mobilizing the children for education.

In some areas, a part of recruiting the children for the school consists of registering all children in the area who do not attend school and mobilizing the families of these children to understand and support the necessity of bringing their children to school. Here you will also need to solve obstacles like helping the parents to pay school fees or to get school uniforms.

Evening courses for the community.

Since the school is a day school, there is a great potential for running evening courses in the school facilities. As a Development Instructor you will be involved in making courses for adults in the community about e.g. nutrition, health, HIV/AIDS and literacy classes for the children's parents.

6. How do you qualify yourself for the position?

* You qualify yourself as a Development Instructor by carrying out the program at your DRH School. But here are some central elements you should prepare yourself for when choosing a position as a Development Instructor at a Street Children's School:

* Train yourself in organizing, leading and carrying out practical actions and solving practical problems.

Learn Portuguese. You are going to a Portuguese speaking country and it is important that you are diligent in learning

Portuguese, since people don't speak English. You may also learn some greetings and phrases in the local language.

- * Practice teaching children and creating cultural activities with children, and practice teaching large gatherings of adults in popular subjects.

- * Take a stand to how you will keep yourself in good health while you are a Development Instructor, and prepare yourself for this, as this is an important prerequisite for you to be able to do good work and have a good experience as a Development Instructor. Make sure you are fit, so you are well prepared for physical work and walking.

- * Practice producing information materials of all kinds, writing reports and compiling statistics. This is an invaluable skill for a Development Instructor at a Street Children's School.

- * Practice how to plan and carry out activities such as sport games, plays and cultural programs with children.

- * Learn all the principles of DMM and to produce all the elements of DMM such as study tasks, courses and experiences.

7. About the overall structure for the Project Period

The Project Period lasts 25 weeks comprising the following periods and elements:

Period 1: The first 6 weeks

You are received at the project and introduced to the people, the project and your job. You work in your position.

Golden Cut Meeting

After 6 weeks you and your project leader make an evaluation of the program so far. You present your results, discuss how your work has progressed, incorporate necessary changes and agree to the plan for the rest of the period.

“Task Force Week”

The “Task Force Week” is a practical action where all Development Instructors in the area or in the country join forces to move a certain task. It is planned by the country or area leadership. The “Task Force Week” can be placed at any time during the project period where it fits best in the plans of the projects.

“Week of Experience”

During “Week of Experience” you will make a travel of your own choice within the country. The plan for the week is agreed upon by you and the project leader before going. The “Week of Experience” will take place during the project period where it fits best in the plans of the projects.

Period 2: 15 weeks

In these 15 weeks you continue working in your position. By the end of the period you will make an evaluation and a final report to be presented for and discussed with your Project Leader and other relevant people. Finally you will hand over your responsibilities before you leave for your Camp Future Period.

Weekends

The weekend activities are planned by the Project Leader, the Project Council and you. Here is an example of how the monthly weekend plan could look like:

- Project Weekend at the project with a special activity, action or event together with the students, staff and Development Instructors.

- Cluster Meeting. In a Cluster you find two to five projects in the same area who are working together. On the monthly Cluster Meeting all Development Instructors meet with key persons from the Cluster to discuss the achievements from the past month and make plans for the coming month.
- Building Weekend is a common program where buildings or outdoor areas are maintained or renewed. Project Leaders, Development Instructors and other key people organize the Building Weekends and people at the projects are invited to participate.
- A weekend of your own individual choice.

Reports

As a Development Instructor you shall present and discuss the following reports:

1. Week report
2. Monthly report
3. Midway report
4. Final report
5. “Week of Experience” report



8. What to do next

This booklet is a general project description for a Development Instructor working at a Street Children's School. Use it to get a general picture of how the school works and an overview of what your job as a Development Instructor at a Street Children's School will be like. Having read this, you can decide whether you would like to be a Development Instructor at a Street Children's School, and from here you can get started to qualify yourself for the work within this specific project type and you can prepare yourself for the country you will work in.

Your next step will be to prepare a presentation of yourself to your Project Leader. You will do this as a part of your preparation for the Midway Meeting three months into the training program. The presentation will be qualified by your team, your teacher and your headmaster, after which you will send it to your Project Leader.

Your Project Leader will then send you a Work Plan presenting the specific project where you will work and the position you will fulfill at that project. You will thus receive your Work Plan approximately 2 months before you leave for the project, giving you time to prepare yourself specifically and get into the details of your position before you leave.

We wish you the best of luck with your training!

**Many greetings from
HUMANA PEOPLE TO
PEOPLE**

