



LITERACY TUTORS - ROLES & RESPONSIBILITIES



Implementation of Save the Children's Literacy Block

- Participate in all trainings related to the components they will be implementing.
- Assist with organizing and maintaining program materials and space.
- Assist in administering all required assessments.
- Work with program coordinator and school administration to identify children who would benefit from small group assistance in literacy.
- Implement STC's literacy program components to fidelity and use resources provided.
- Incorporate one hour of planning time into weekly schedule to analyze progress monitoring data and plan for appropriate instruction. Lesson plans should be submitted weekly.
- Be mindful of diverse learners and make adaptations to create an inclusive learning environment.
- Submit attendance to the Program Coordinator as designated by program policy.



Ensure Child Safeguarding & Data Protection Policies are Followed

In this role it will be critical to foster an environment that is safe for the children with whom Save the Children is in contact. The duties to ensure this will include:

- Collaborate with Save the Children's Lead Associate to foster an understanding of our child safeguarding and data protection policies through ongoing training and technical assistance.
- Work closely with all program staff to ensure consistent reporting of child safeguarding risks and incidents; strong methodology in the field for managing risks and following reporting protocols; supplying proper documentation in support of incident reports as needed; and collecting data on child safeguarding risks and efforts to mitigate risks in the program environment.
- Make intentional, regular efforts to remain up-to-date on key local and state child-welfare policies and reporting protocols.
- Follow all key local and state child-welfare policies and reporting protocols.
- In association with program training and technical assistance efforts, update/communicate "Keep Children Safe" messaging to volunteers, beneficiaries, and representatives, as needed.
- Ensure data protection by collecting consent, maintaining records for designated time period, storing all data in a secure location, and protecting any shared data through encryption or by sharing to a secure location.
- Complete all required Save the Children Child Safeguarding trainings.

Save the Children is committed to conducting its programs and operations in a manner that is safe for the children it serves and helping protect the children with whom Save the Children is in contact. All Save the Children representatives are explicitly prohibited from engaging in any activity that may result in any kind of child abuse. In addition, it is Save the Children's policy to create and proactively maintain an environment that aims to prevent and deter any actions and omissions, whether deliberate or inadvertent, that place children at the risk of any kind of child abuse. All our representatives are expected to conduct themselves in a manner consistent with this commitment and obligation. Any violations of this policy will be treated as a serious issue.