

Job Description	
Job Profile	
Job Title	Manager Academics Design Excellence
Grade	6/7
Job Location	TCF Head Office, Karachi
Reporting to	HOD Academics
Function/ Department	Formal Schools Program Design
Expected Travel	Occasional
Job Summary	
<p>The incumbent will provide overall planning, direction, management, guidance, and support to special projects related to curriculum design and development of academic policies for TCF. The major projects under purview of this individual will be to analyze academic policies and programs (such as but not limited to copy checking, remediation, extra-curricular programs etc.) and review them according to updated needs of school staff. The incumbent will also be responsible for reviewing internal practices of Academics department to bring efficiency. The incumbent will be the focal point for ongoing TG revamp project where they will provide support to subject leads responsible for the TG revision by reviewing and giving feedback on the content quality, planning and tracking to ensure timelines are met, managing a large team of consultants and freelancers and ensuring the availability of such personnel, etc.</p>	
Profile Benchmarks	
Minimum Qualification	Bachelor's degree (in an Education-related field preferred).
Experience Required	At least 2 years of experience preferred in leadership, teacher training, and/or curriculum design and development.
Knowledge and Skills	<ul style="list-style-type: none"> • Strong leadership and relationship management skills. • Strong project management skills. • Strong skills in design-thinking and problem-solving skills with attention-to-detail. • Knowledge of or interest curriculum development. • Ability to research and collate information. Knowledge of research design. • Strong advisor/partnering skills to work effectively with designers and program developers. • Passion to stay current on educational content and teaching methods. • Strong communication skills in Urdu and English. • Expertise of Microsoft Office (PowerBI, Excel, Word).
Job Description	
Job Responsibilities	<ul style="list-style-type: none"> • Lead the revision of TCF TG (Teacher Guides): <ul style="list-style-type: none"> ○ Provide support to subject leads responsible for the textbook revision by reviewing and giving feedback on the content quality. ○ Plan and track to ensure timelines are met. ○ Manage a large team of consultants and freelancers and ensuring the availability of such personnel. ○ Track expenses of the project. • Critically analyze TCF academic policies and make proposals for renewal/review.

	<ul style="list-style-type: none"> • Lead a team of curriculum leads and developers in the development of curricula that is aligned with TCF's vision. • Make purposeful school visits to observe classrooms and library activities, speak to teachers and principals to gauge and fulfill gaps in implementation through better design or capacity building of faculty. • Prepare clear, user-friendly reports, presentations, and data visualizations for the education management team for strategic road-mapping.
Applications Deadline:	
Apply at:	https://careers.tcf.org.pk/job/manager-2/
Expected Joining Date	ASAP
Company Profile or Website:	https://www.tcf.org.pk