

---

## Education - Teacher Development Officer

### About SeeBeyondBorders

SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders is a registered charity in Australia and the UK and operates as a registered international non-government organisation in Cambodia. Operating in two provinces in Cambodia, SeeBeyondBorders conducts programs to teach teachers, engage parents and communities to support and encourage their children to get to school. In the work we do in schools and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Our primary focus is in the rural areas of Battambang and Siem Reap provinces. In each area, our Quality Teaching programs form the lead initiative and are supported by our Community Engagement, Strengthening Support and Systemic Capability programs according to individual school development plans, community needs, and systemic requirements.

SeeBeyondBorders is a child and vulnerable people safe organisation, committed to protecting the rights of children and vulnerable people.

### Overview of the Position

The Teacher Development Officer will work directly with the SeeBeyondBorders' Team to implement the Embedding Mentoring Project.

This Project aims to build sustainability of the mentoring program at a systemic level. In the Embedding Mentoring Project the District Office of Education (Ek Phnom) takes responsibility for the ongoing mentoring and professional development for all staff within their schools, including induction and skills training for new teachers within their schools.

The Project is targeted to build the capacity of the DOE in order for them to continue the mentor program and to build a sustainable program that will run without the support of SeeBeyondBorders. The teachers, mentors and master mentors will continue to receive professional development from their government.

SeeBeyondBorders aims to improve the skills of the DOE through collective efficacy and capacity for delivering the program independently in order to improve quality teaching.

The Teacher Development Officer will work closely with the SeeBeyondBorders Embedding project staff to:

- Build the capacity of mentors, master mentors and the DOE in relation to observing and giving feedback to mentees (i.e teachers)
- Facilitate training for mentors, master mentors and the DOE.
- Work with educational stakeholders to develop teacher skills and improve learning outcomes for children
- Work as part of a team to achieve program and organisation objectives, and collect information and data to demonstrate outcomes

The main focus will be on the evaluation and feedback to teachers to enhance the quality of Cambodian teachers' technical skills which should in turn be demonstrated through higher student outcomes scores. Frequent reporting to the Embedding Mentoring Team and liaising with other stakeholders involved in Embedding Mentoring, will be essential.

<b>Employment Type</b>	
<b>Location</b>	Battambang Town, Battambang Province, Cambodia with occasional travel within Cambodia
<b>Accountable to</b>	Project Manager
<b>Hours</b>	40 hours per week with scheduled Cambodian public holidays (approximately 23 days per year) together with 18 days of annual leave per annum, accessible on a pro-rata pre-approved basis. Occasional weekend work may be required with time off in lieu.
<b>Salary</b>	N/A
<b>Start Date</b>	As soon as possible
<b>Qualifications and experience – Required</b>	<ul style="list-style-type: none"> <li>- Formal qualifications in teaching (primary or secondary) at Teacher Training College or equivalent</li> <li>- Teaching experience at Cambodian public schools or private schools (min 5 years)</li> <li>- Sound communication and interpersonal skills, both written and verbal</li> </ul>
<b>Qualifications and experience – Desirable</b>	<ul style="list-style-type: none"> <li>- Good negotiation and motivational skills</li> <li>- Ability to work closely with a team</li> <li>- Previous experience working with NGOs (but not required)</li> <li>- Previous experience working with vulnerable communities</li> <li>- General IT skills including Google Drive and related applications</li> <li>- Good negotiation and motivational skills</li> <li>- Proficient in English, written and verbal</li> </ul>
<b>Personal Characteristics:</b>	<ul style="list-style-type: none"> <li>- A teacher with passion for their work</li> <li>- High level of initiative, a self-starter, capable of working unsupervised</li> <li>- Results-oriented staff keen to develop the skills of others to help achieve those results</li> <li>- Team player, willing to work hard and set an example to colleagues at all levels of the organisation</li> <li>- Respected and respectful with a high level of honesty and integrity</li> <li>- Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement</li> <li>- People-centric and capable of building and maintaining trusted relationships</li> <li>- Able to communicate and collaborate with colleagues and partners</li> <li>- Strength and courage to challenge staff and management in respect of matters of compliance</li> </ul>
<b>Responsibility for Values</b>	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> <li>- Changemaker   Competency   Integrity   Courage   Respect</li> </ul>

## **Tasks and Responsibilities**

### **Fieldwork (70% of workload):**

- Visit mentors and classrooms teachers on a weekly basis to offer support, to help organise and to assist with the implementation of the project
- Work closely with DOE to build capacity in providing feedback and setting goals for teachers, mentors and master mentors
- Organise and run capacity building workshops for teachers, mentors and DoE
- Evaluate mentor and master mentor quality and offer feedback regarding areas of strength and weakness
- Report on and provide feedback on teacher, mentor and master mentor performance to the SeeBeyondBorders Education Team
- Organise resources for assessment and administer assessment tasks throughout the year
- Liaise with all Education stakeholders (including parents) in the community in a professional, appropriate and timely manner
- Provide progress of the project to stakeholders ensuring effective liaison and building relationships.

### **Office and administration (30% of workload):**

- Analyse classroom evaluations to set goals and actions for mentors and master mentors and plan for future visits
- Participate in Professional Development to build teaching strategies for use with mentors and master mentors
- Organise schedules for school visits and set priorities for individual mentors and master mentors
- Participate in the development and delivery of smooth, efficient and high-quality workshops (including organisation of training sessions and materials)
- Collect data relevant to the monitoring and evaluation of SBB programs and ensure it is appropriately managed and accurately recorded in appropriate databases
- Collaborate with SBB staff, teachers and schools to further develop, implement and pilot new elements of the Embedding Mentoring Project
- Manage personal timesheets and personal business expenses
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project goal

## **Applications**

Applications addressing the specific requirements in this Job Description should be submitted by email to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org)

## **More information and enquiries**

Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to [hr.cambodia@seebeyondborders.org](mailto:hr.cambodia@seebeyondborders.org)

Further information about SeeBeyondBorders is available at

Web : [www.seebeyondborders.org](http://www.seebeyondborders.org)

Facebook : [www.facebook.com/SeeBeyondBorders](http://www.facebook.com/SeeBeyondBorders)

Blog : [seebeyondborders.wordpress.com](http://seebeyondborders.wordpress.com)

Twitter : [www.twitter.com/seebeyondborder](http://www.twitter.com/seebeyondborder)

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

*SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.*