

Education - Teaching 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, Ireland 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 area of Battambang Province. Our Quality Teaching program forms the lead initiative and is 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 Teaching Development Officer will work directly with the SeeBeyondBorders' Team to implement quality education based programs and projects. The Teaching Development Officer will:

- Build the capacity of SBB program participants by observing practice, giving feedback and setting goals for improvements
- Design & facilitate workshops for continuous professional development of SBB education programs.
- Work as part of a team to achieve program and organization objectives, and collect information and data to demonstrate outcomes

Employment Type	Full-time, Unspecified Duration Contract role
Location	Battambang Town, Battambang Province
Accountable to	Project Manager/Technical Education Manager
Hours	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.
Salary	Based on experience or negotiable
Start Date	February 2023
Qualifications and experience – Required	<ul style="list-style-type: none"> - Significant experience or formal qualifications in teaching (primary or secondary), teaching experience at Cambodian public schools or private schools or equivalent experience or training - Experience working with NGO's or Educational Organisations.
Qualifications and experience – Desirable	<ul style="list-style-type: none"> - General IT skills - Good negotiation and motivational skills - Ability to work closely with a team - Previous experience working with NGO's - General IT skills including Google Drive and related applications

	<ul style="list-style-type: none"> - Good negotiation and motivational skills - General IT skills including Google Drive and related applications - Sound communication and interpersonal skills, both written and verbal
Personal Characteristics:	<ul style="list-style-type: none"> - Motivated and committed - Learner oriented person who is keen to always be learning more - Team player who prioritizes collaboration - Honest and acts with integrity - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - Builds and maintains strong relationships - Able to communicate and collaborate with colleagues and partners
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Changemaker Competency Integrity Courage Respect

Tasks and Responsibilities

- Design, write and publish educational resources and teaching materials to support all programs and projects
- Visit Program Participants (teacher, mentor and master mentor) to observe, give feedback and set goals
- Participate in the design, development and review of high-quality workshops (including organization of sessions and materials)
- Facilitate high quality and engaging workshops about teaching methodologies
- Collect data relevant to the monitoring and evaluation of programs
- Monitor skill growth and analyse evaluations to set goals and actions for the future
- Identify successes and challenges and communicate this to the project managers and Technical Education Manager
- Participate in Professional Development to develop teaching strategies for use with program participants
- Liaise with all Education stakeholders in the community in a professional, appropriate and timely manner
- Meet regularly with program participants (teacher, mentor, Changemaker, DoE, and principle) and address issues and challenges
- Organise schedules, meetings, visitors and resources as required
- Relief support for the program.

Applications

Applications addressing the specific requirements in this Job Description should be submitted by email to 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

Further information about SeeBeyondBorders is available at

Web : www.seebeyondborders.org

Facebook : www.facebook.com/SeeBeyondBorders

Twitter : www.twitter.com/seebeyondborder

Teaching Development Officer has multiple positions as following:

- **Teaching Development Officer- Educational Changemaker Project**
- **Teaching Development Officer- Literacy and Maths**
- **Teaching Development Officer**

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 Child and Vulnerable People 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.
