

OUR VISION: A generation of Cambodian children empowered by education.
OUR MISSION: To provide access to quality teaching and learning at school.

Job Description

JOB TITLE	Senior Teaching Development Officer
ACCOUNTABLE TO	District Manager
LINE MANAGEMENT	TDO
LOCATION	Siem Reap Province
OPEN TO	Cambodian Applications
EMPLOYMENT TYPE	Full Time
SALARY	Negotiable
DEADLINE	10th September 2023
START DATE	1st November 2023

About SeeBeyondBorders

SeeBeyondBorders is a UNESCO award-winning international non-government organisation, which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Province. The organisation is supported by an alliance of registered charities in Australia, the UK and Ireland.

SeeBeyondBorders' aim is to build capability within Cambodian education policy-making, leadership, mentoring, and training so that teachers are equipped and motivated to provide quality education to children. We are committed to supporting systemic change whereby educators are proud to work in the teaching profession and are highly respected by parents, their communities and their peers. To this end, SeeBeyondBorders conducts programs to mentor education leaders, upskill teachers, engage parents and communities and develop resources that together can enable delivery of quality education to schoolchildren.

Our Quality Teaching and Communities of Practice programs form the lead initiatives and are supported by our Shared Services platform which enables all of our work. We seek to embed all of our work at school, district, provincial and national levels.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	<ul style="list-style-type: none"> - Teaching experience at Cambodian public schools or private schools - Sound communication and interpersonal skills, both written and verbal - Proficient in English, written and verbal - Ability to translate teacher lesson plans from English to Khmer and provide constructive contextual feedback on plans to the development team
Qualifications, skills and experience – DESIRABLE	<ul style="list-style-type: none"> - Formal qualifications in teaching (primary or secondary) at PTTC or equivalent - Good negotiation and motivational skills - Ability to work closely with a team - Previous experience working with NGO's - Previous experience working with vulnerable communities - General IT skills including Google Drive and related applications

	- Good negotiation and motivational skills
Personal Characteristics:	<ul style="list-style-type: none"> - High level of initiative, a self-starter, capable of working unsupervised - Results-oriented, keen to develop the skills of others to help achieve those results - Team player, willing to work hard and set an example for colleagues at all levels of the organisation - Respected and respectful with a high level of honesty, integrity and professionalism - Innovative and creative attitude to change and improvements with a willingness to share ideas and identify opportunities for improvement - People-centric and capable of building and maintaining trusted relationships - Able to communicate and collaborate with colleagues and partners - Willingness to embrace, support and learn about unfamiliar teaching methodologies and assist the team to deliver ongoing in-class support to teachers
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

The role

The Senior Teaching Development Officer will work directly with the SeeBeyondBorders' team to implement **Learning Together School**. The Senior Teaching Development Officer will:

- Oversee the quality of Learning Together School in school and district delivery on technical aspects to achieve the quality teaching and leadership standard
- Build the capacity of Teacher, mentors and school principal by observing practice, giving feedback and setting goals for improvements
- Provide capacity building and mentoring to teaching development officers on teaching concepts from grade1-3 on numeracy and literacy and teaching methodology and community of practice
- Support the design workshop resources & facilitate workshops
- Manage, coordinate and facilitate a community of practice among teachers, school leaders on a regular basis to promote and continue professional development.

Responsibilities (R) and Tasks (T)

R1: Ensure the delivering of workshops, meetings and community of practice among teachers and school principals are more effective and efficient.

- Facilitate high quality and engaging workshops about teaching methodologies at school and district level
- Conduct a mentoring visit to (teacher, mentor and master mentor, school principal) to observe, give feedback and set goals
- Participate and lead in the community of practice with other Teaching Development Officers regularly
- Oversee take responsibility for delivery students assessment at school
- Coordinate COP meeting at school to improve quality
- Meet regularly with program participants (teacher, mentor, DoE, and principle) and address issues and challenges
- Assess the skill growth and analyse evaluations to set goals and actions for the future

- Ensure the community of practice at school level occurs with high quality standards.

R2: Support in design the project resource and build the Community of practice among technical team and ongoing support to teaching development officer to achieve the quality standard of project

- Support in Designing, development and review of high-quality workshops workshop content, lesson plan and teaching materials)
- Identify successes and challenges of project delivery and communicate this to the District manager, Senior Teaching Development Officer and Education Specialist
- 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 education technical team (weekly, monthly and quarterly)
- Translate with the connect groups from Ireland and Australia to support staff and teachers where we are working
- Provide training and workshops to staff on teaching methodology and concepts
- Analysis on the growth of teachers, mentors, master mentor's capacity and develop planning to support on a regular basis
- Keep tracking of teaching development officer matrix.

Working at SeeBeyondBorders

The regular working week is 40 hours. Leave entitlements include 18 days' annual leave, accessible on a pro-rata, pre-approved basis, up to 10 days sick leave, and scheduled Cambodian public holidays. Occasional weekend work may be required with time off in lieu.

SeeBeyondBorders is committed to protecting the rights of children and vulnerable people. 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.

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