

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	Teaching Development Officer
ACCOUNTABLE TO	District Manager
LINE MANAGEMENT	N/A
LOCATION	Srei Snom District
OPEN TO	Cambodian Applications
EMPLOYMENT TYPE	Full Time
SALARY	Negotiable
DEADLINE	10th September 2023
START DATE	01st 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"> - 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, skills 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 - 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

	<ul style="list-style-type: none"> - Team player who priorities 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

The role

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

- Build the capacity of Teacher, mentors and school principal by observing practice, giving feedback and setting goals for improvements
- Design & facilitate workshops for continuous professional development of SBB education programs
- Coordinates in conducting a community of practice among teachers and school principals weekly, monthly to promote and continue professional development.

Responsibilities and Tasks

- Assist in design, write and publish educational resources and teaching materials to support all programs and projects
- Visit project 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 organisation 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 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 program participants (teacher, mentor, DoE, and principle) and address issues and challenges
- Organise schedules, meetings, visitors and resources as required
- Participate and lead in the community of practice with other Teaching Development Officers regularly
- Take responsibility for delivery students assessment at school
- Ensure the community of practice at school level occurs with high quality standards.

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