

OUR VISION: Cambodian children empowered by education
OUR MISSION: To enable quality teaching and learning at school

Job Description

JOB TITLE	Teaching Development Officer-Literacy
ACCOUNTABLE TO	Districts Manager
LINE MANAGEMENT	Nil
LOCATION	Kralanh District, Siem Reap Province with occasional travel within Cambodia
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full-time and Unspecified Duration Contract (UDC)
SALARY	Based on experience or negotiable
START DATE	02nd January 2025

About SeeBeyondBorders

SeeBeyondBorders is a UNESCO award-winning foreign non-government organisation, which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Provinces. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland. From January 2025, SeeBeyondBorders will operate as an independent Cambodian registered NGO, known as StudyBeyondBorders. StudyBeyondBorders will continue to implement active programs in Battambang and Siem Reap provinces, with ongoing support from the network of SeeBeyondBorders organisations around the world.

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 Transform Education 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"> - Experience or formal qualifications in teaching (primary or secondary) at PTTC or equivalent - Teaching experience at Cambodian public schools or private schools
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	<ul style="list-style-type: none"> - Sound communication and interpersonal skills, both written and verbal
Qualifications, skills and experience – DESIRABLE	<ul style="list-style-type: none"> - Good negotiation and motivational skills - Ability to work closely with a team - Previous experience working with NGOs - Previous experience working with vulnerable communities - General IT skills including Google Drive and related applications - Proficient in English, written and verbal
Personal Characteristics:	<ul style="list-style-type: none"> - High level of initiative, a self-starter, capable of working unsupervised - Results-oriented and keen to develop the skills of others to help achieve those results - Respected and respectful with a high level of honesty and integrity - 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 - Strength and courage to challenge staff and management in respect of matters of compliance
Responsibility for Values	<p>Active commitment to the SeeBeyondBorders Development Philosophy and values;</p> <ul style="list-style-type: none"> - Respect Integrity Competency Courage Changemaker

The role

The Teaching Development Officer - Literacy will work directly with the SeeBeyondBorders' Literacy Team to implement the early grade Literacy project in Kralanh and Srei Snam Districts of Siem Reap Province. The Literacy project includes the development of literacy lessons based on an integrated literacy approach, supporting teachers in implementing the lessons and engaging with the school and school community.

The Literacy project is working with 10 schools with 30 teachers and mentors across grade 1 - 2 in Kralanh and Srei Snam Districts.

The Teaching Development Officer - Literacy will work closely with the SeeBeyondBorders Literacy staff to:

- Work with primary school teachers, mentors to develop knowledge, skill in order to improve learning outcomes for children at target schools.

- Assist develop the literacy resource and digital, implement and monitor the SeeBeyondBorders' Literacy project to meet the project goal.
- Work as part of a team to achieve program and organisation objectives, and collect information and data to demonstrate outcomes.

Responsibilities (R) and Tasks (T)

R1: Fieldwork for ongoing support to mentors and teachers

- Provide ongoing support to teachers and mentors and master mentors on utilisation of educational technology equipment such as Tablets, projector and other digital resources
- Visit teachers/classrooms on a weekly basis to offer the support on teaching in literacy for early grade, to help organise and to assist with the implementation of the SeeBeyondBorders Literacy project including team teaching and coaching teachers in-class in specific teaching and learning literacy strategies and maths
- Evaluate teacher quality and offer feedback to teachers regarding areas of strength and weakness on teaching techniques
- Report on and provide feedback on teacher/student performance to the SeeBeyondBorders project managers and program team
- Deliver and explain resources (planners and materials) on a weekly basis for teachers mentors in classrooms
- Organise resources for assessment and administer assessment tasks throughout the year
- Liaise with all Education stakeholders in the community in a professional, appropriate and timely manner
- Run the Literacy workshops and prepare materials and documents related for workshops
- Collect and scale the teacher skill scale and teacher knowledge test
- Facilitate the Community of Practice session with teachers and mentors monthly
- Participate in the development and delivery of smooth, efficient and high-quality teaching workshops (including organisation of training sessions and materials)
- Assist the Educational Technology project managers and technical team to review and digital resources on Moodle and website as required

R2: Resource Development and planning

- Analyse classroom evaluations to set goals and actions for teachers and plan for future visits
- Participate in Professional Development to build teaching strategies for use with teachers
- Organise schedules for school visits and set priorities for individual teachers
- Review and offer feedback to lesson plans and resources in accordance with Cambodian Early Grade National Curriculum
- Collect data relevant to the monitoring and evaluation of literacy and other projects as required
- Coordinate and support the program team to develop and improve the Literacy resources and lesson plan
- Prepare and analyse the evaluation form, pre-test and post-test for the workshops
- To prepare the permission Letter for the workshops and invite the teachers and school principals to join the workshops

- Prepare and organise classroom materials set for each class and collect the resources back from schools
- involve with exchange visit/connect trip from Australia or Ireland to Cambodia and other projects activities as required by organisation
- Attend the communities meetings or education events at schools and district level

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