

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

## Job Description

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

### 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

<b>Qualifications, skills and experience – ESSENTIAL</b>	<ul style="list-style-type: none"> <li>- Experience or formal qualifications in teaching (primary or secondary), teaching experience at Cambodian public schools or private schools or equivalent experience or training</li> <li>- Experience working or learning in teacher development</li> </ul>
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	<ul style="list-style-type: none"> <li>- Experience working with NGO's or Educational Organisations</li> </ul>
<b>Qualifications, skills 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 NGO's</li> <li>- General IT skills including Google Drive and related applications, Moodle, and digital resource</li> <li>- Good negotiation and motivational skills</li> <li>- Sound communication and interpersonal skills, both written and verbal</li> </ul>
<b>Personal Characteristics:</b>	<ul style="list-style-type: none"> <li>- High level of initiative, a self-starter, capable of working unsupervised</li> <li>- Results-oriented and keen to develop the skills of others to help achieve those results</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>- Respect   Integrity   Competency   Courage   Changemaker</li> </ul>

## The role

The Teaching Development Officer will work directly with the SeeBeyondBorders' Team to implement Transform Education Program (TEP). 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 teachers, mentors and master mentors on Math and literacy subject using digital resources and educational technology equipment.
- 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

- Meet regularly with program participants (teacher, mentor, DoE, and principle) and address issues and challenges
- Visit Program Participants (teacher, mentor and master mentor) to observe, give feedback and set goals on educational technology

- Facilitate high quality and engaging workshops about teaching methodologies both Mathematical and Literacy on educational technology
- Monitor skill growth and analyse evaluations to set goals and actions for the future
- Support Facilities Manager to look after the educational equipment and materials for the whole transform education program
- Liaise with all Education stakeholders in the community in a professional, appropriate and timely manner
- Organise schedules, meetings, visitors and resources as required

## **R2: Resource Development and planning**

- Assist the program team to design, write and publish educational resources and teaching materials to support all programs and projects
- Participate in the design, development and review of high-quality workshops (including organisation of sessions and materials)
- Identify successes and challenges and communicate this to the project managers
- Collect data around utilisation of tablets, projector and Moodle and other relevant to the monitoring and evaluation of programs
- Assist the program team to digital resource such as big book, High Frequency Words and Lesson Plan and other educational resource in the Website/Moodle
- Set a schedule for maintenance and audit all the educational technology equipment (tablets, projectors, Moodle)

## **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](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](https://www.facebook.com/SeeBeyondBorders)

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