

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	District Manager
LINE MANAGEMENT	N/A
LOCATION	Srei Snam Office with regular travels to the program area in Chong Kal District, Oddar Meanchey Province, and other offices
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full-time with Unspecified Duration Contract
SALARY	Based on experience and qualifications
START DATE	01 July 2025

About StudyBeyondBorders in Cambodia (SBBC)

SBBC is a non-government organisation which is registered in Cambodia and operates in rural locations in Battambang and Siem Reap Provinces. In July 2025, SBBC will start a new program in Oddar Meanchey Province. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland.

SBBC's 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, SBBC 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 **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 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
Respect for SBBC Values	<p>Active commitment to the SBBC 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 SBBC team in Oddar Meanchey to implement the early grade Literacy Teacher mentoring project in Chong Kal District. The role includes developing literacy lesson plans based on an integrated literacy approach, supporting teachers in implementing the lessons and engaging with the school and school community.

Responsibilities (R) and Tasks (T)

R1: Strengthen teachers' skills and capacity in literacy teaching, and mentoring skills for master mentors

- Organise and run the Literacy workshops for teachers and master mentors.
- Facilitate the Communities of Practice sessions with teachers and master mentors monthly.
- Provide ongoing support to teachers and master mentors on using educational technology equipment such as tablets, projectors, and other digital resources.

- Evaluate teacher quality and offer feedback to teachers regarding areas of strength and weakness in teaching techniques.
- Visit teachers/classrooms on a weekly basis to offer support in teaching literacy for early grades, to help organise and to assist with the implementation of the SBBC Literacy Teacher Mentoring project, including team teaching and coaching teachers in-class in specific teaching and learning strategies.
- Analyse classroom evaluations to set goals and actions for teachers and plan for future visits
- Organise and attend the community meetings or education events at the school and district levels.

R2: Resource development to ensure teachers are equipped with effective, bespoke literacy and EdTech classroom resources.

- Participate in the development and delivery of smooth, efficient and high-quality teaching workshops (including organisation of training sessions and materials)
- Participate in Professional Development to build teaching strategies for use with teachers.
- Coordinate input from project stakeholders and support the project manager in developing and improving literacy resources in hard and digital formats.
- Prepare and organise classroom materials set for each class, and collect the resources from schools.

R3: Work as part of a team to achieve program and organisation objectives, and collect information and data to demonstrate outcomes

- Support the district and project managers in establishing relationships with schools and communities where the Literacy Teacher Mentoring project operates.
- Take responsibility for the smooth delivery of student assessment at schools.
- Identify successes and challenges, and communicate this to the project managers.
- Be involved in an exchange visit/connect trip from Australia or Ireland to Cambodia and vice versa, and other project activities as required by the organisation
- Participate in an annual performance appraisal process, the outcome of which may result in an annual pay review.
- SBBC may require any other tasks.

Working at SBBC

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.

SBBC 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.

SBBC is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, disability, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran or any other federal, state or local protected class.

Applications

All applicants must put a standard statement in their letter of application: 'I declare that I (have/have never) been charged with child exploitation or abuse offences. The charges against me were.....and the results were.....'.

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 SBBC organisation should be directed initially to hr.cambodia@seebeyondborders.org

Further information about SBBC is available at

Web : www.seebeyondborders.org
Facebook : www.facebook.com/SeeBeyondBorders
Twitter : www.twitter.com/seebeyondborders