

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

Job Description

JOB TITLE	Teaching Development Officer
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), teaching experience at Cambodian public schools or private schools or equivalent experience or training - Experience working or learning in teacher development - Experience working with NGO's or Educational Organisations
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Qualifications, skills and experience – DESIRABLE	<ul style="list-style-type: none"> - Good negotiation and motivational skills - Previous experience working with NGO's - basic IT skills including Google Drive and related applications, Moodle, and digital resource - Good negotiation and motivational skills - Sound communication and interpersonal skills, both 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** will work directly with the SBBCs' Team to implement **Transform Education Program** (TEP). The Teaching Development Officer will:

- Build the capacity of SBBC program participants by observing practice, giving feedback and setting goals for improvements
- Facilitate the workshops for teachers, mentors and master mentors on teaching methodologies and subject content such as maths, mentoring and teacher professional identity and lead communities of practice.
- 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: Build the capacity of SBBC program participants by observing practice, giving feedback and setting goals for improvements

- Conduct the mentoring to Program Participants (teacher, mentor and master mentor) to observe, give feedback and set goals on a regular basis.

- Meet regularly with program participants (teacher, mentor, DoE, and principle) and address issues and challenges and collect data to monitor and evaluate programs.
- Monitor skill growth and analyse evaluations to set goals and actions for the future improvement of the projects.

R2: Facilitate the workshops for teachers, mentors and master mentors on teaching methodologies and subject content such as maths, mentoring and teacher professional identity and lead communities of practice.

- Facilitate the high quality and engaging workshops about teaching methodologies and subject knowledge for early grades teachers, mentoring, and to develop teacher professional identity.
- Coordinate with the District Office of Education focal person to run the community of practice with teachers, mentors and master mentors regularly and tracking progress in order to learn and improve on program delivery.
- Assist in design, write and publish educational resources and teaching materials to support all programs and projects.

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

- Organise schedules, meetings, school visits and resources as required.
- Take responsibility for smooth delivery of student assessment at schools.
- Identify successes and challenges and communicate this to the project managers.
- Participate in an annual performance appraisal process, the outcome of which may result in an annual pay review.
- Any other administrative tasks may require.

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