

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 Project Manager
LINE MANAGEMENT	N/A
LOCATION	Srei Snam Office with regular travels to the program area and other offices
OPEN TO	Cambodian Applicants
EMPLOYMENT TYPE	Full-time with Unspecified Duration Contract
SALARY	Based on experience and qualifications
START DATE	August 2026

About StudyBeyondBorders in Cambodia (SBB Cambodia)

SBB Cambodia is a non-government organisation which is registered in Cambodia and operates in rural locations in Battambang, Siem Reap and Oddar Meanchey Provinces. The organisation is supported by a network of registered development organisations in Australia, the UK and Ireland.

Working within the government primary education system, we partner hand-in-hand with schools in northern Cambodia to champion the professional growth of teachers and school leaders. Locally driven and internationally engaged, we combine respected research with contextual wisdom to co-create relevant solutions that embed ownership directly with local educators. Together we draw on evidence to ensure students have access to quality, inclusive teaching and learning, and to support the translation of evidence-based insights into policy and practice through advocacy. This serves to foster system-wide change, securing a brighter future for Cambodian children and their communities.

Our Transform Education Program and EPIC Research Alliance Project 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 the school, district, provincial and national levels.

About the Applicant

Qualifications, skills and experience – ESSENTIAL	- Experience or formal qualifications in teaching (primary or secondary), 5 years of 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	- Good negotiation and motivational skills - 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	- 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	Active commitment to the SBBC Development Philosophy and values: - Respect Integrity Competency Courage Innovation

The role

This role involves delivering workshops, mentoring, mentoring progress and gathering feedback from teachers, mentors and school leaders for continuous improvement to realise the project's expected results.

While the key Responsibilities and Tasks assigned to this role are listed below, the Teaching Development Officer may also be required to address cross-cutting and emerging issues that may impact the effective operation of the organisation and its projects.

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 school leaders) to observe, provide feedback and set goals on a regular basis.
- Meet regularly with program participants and address issues and challenges and collect data to monitor the projects and evaluate.
- Monitor skill growth and analyse evaluations to set goals and actions for the future improvement of the projects.

R2: Organise workshops for teachers, mentors and master mentors on teaching methodologies and subject content and lead communities of practice.

- Organise 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 Module Managers or District Project Manager
- 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

LinkedIn : www.linkedin.com/company/seebeyondborders