



Leadership Development Officer

"The people who are crazy enough to think they can change the world, are the ones who do."
- Steve Jobs

Teach For Malaysia is an independent, not-for-profit organisation on a mission to empower our nation through education. We believe that a child's education and future should not be determined by his or her circumstances in life. Thousands of students don't have the chance to realise their potential because of many socioeconomic factors, like how much their parents earn or where they live.

We recruit, train and support our country's rising generation of leaders to teach in high-need schools across the nation, through the Teach For Malaysia Fellowship - a two-year leadership development programme. We've impacted over 44,000 students, working with the Ministry of Education and other partners. Beyond the Fellowship, our growing network of Alumni are lifelong advocates for education and expanding opportunities for students, working as a movement to build an ecosystem of solutions at all levels of society - from the classroom to the boardroom.

We are looking for champions to join our team in this movement of change, who share our vision, mission, and core values; Sense of Possibility, Excellence, Collaboration, and Integrity. All these are an important part of our culture, to ensure long-term, sustainable success, and realise our vision:

One day, all children in Malaysia will have the opportunity to attain an excellent education.

Our collaborative working environment opens up many opportunities for you to expand your network and lead your own learning, alongside other team members, Fellows and Alumni, corporate partners, the Ministry of Education, and other education stakeholders. Teach For Malaysia is also a partner in the Global Education Network, Teach For All.

While our compensation package is fair and competitive, we do not expect this to be your key reason for joining us. After all, we are not just offering you a job; we are looking for a like-minded future leader to grow with us and help us in our mission to end education inequity in Malaysia.

Role: Leadership Development Officer (LDO)
Start Date: Immediately
Employment Type: Full Time
Location: Flexible

Objective

The LDO focuses on the leadership development of Teach For Malaysia Fellows across the entire duration of the Teach For Malaysia Fellowship for 2 years. They guide Fellows to reflect on their own development as leaders in alignment with the overall objectives of the Teach for Malaysia Fellowship, and support Fellows in internalizing and realising our Student and Fellow Vision.

The individual works with the Leadership Development Manager and other LDOs to deliver the Teach for Malaysia Fellowship including both pedagogical and leadership development elements. In addition, LDOs manage a group of Fellows and support the development of an effective and connected culture within the cohort during the two years. At the same time, LDOs work within the Coaching and Support team, alongside the Training team, as well as other Functions of Teach For Malaysia and the wider stakeholder community to connect Fellows to development opportunities and to increase the impact of Fellows on their students as they work towards seeing the mission fulfilled.

The professional development track of LDOs includes:

- Training and development as initial teacher training coaches
- Developing coaching and mentoring skills
- Access to development opportunities and Fellowships through the Teach For All Network and various partners
- 4 year (2 X cohort cycles) LDO promotion pathway

Key Measures of Success

- Support Fellows in the internalization and delivery of the Student Vision
- Facilitate delivery of the TFM Fellowship
- Fellows' leadership and teacher development ratings
- Create a positive, collegial and supportive cohort culture
- Effective management of Fellow interactions with external stakeholders

Duties and Responsibilities

- Managing a group of Fellows within a Fellowship Group
- Coaching Fellows in developing towards achieving the Student Vision through mid-and end-year conversations and monthly check-ins
- Observing Fellows in the classroom and conducting debriefs to ensure pedagogical development
- Coaching Fellows in analysing their own data and articulating their impact
- Coaching Fellows in developing a project or initiative
- Capturing Fellow development consistently through a Fellow Development tracker
- Working together with the Coaching and Support team to deliver the Fellowship program through weekly meetings and weekly check-ins with the Head of Coaching and Support
- Working with the Training team to craft development opportunities based on Fellows' needs
- Planning and conducting workshops on best practices and for ongoing professional development
- Establishing and maintaining positive relationships with school administration, school mentors, and various stakeholders
- Analysing data collected from Fellows with the Programme Team and providing input in improving the Fellowship program
- Continuously developing their coaching practice

- Collaborating and sharing best practices within and across the Programme Team
- Completing any necessary documentation required

Required Competencies

- Aligned to TFM Core Values: Sense of Possibility, Excellence, Collaboration & Integrity
- Passion for TFM's mission, the education field, and developing people's potential
- Strong pedagogical practice in alignment to our Student Vision (2+ years classroom practice minimum)
- Demonstrate emotional intelligence, trust, effective relationship-building and teamwork
- Ability to establish and manage a community of Fellows towards achieving collective and personal goals
- Able to identify support and training needs
- Ability to personalise support, collaborating with relevant stakeholders
- Clear, confident, and emotionally engaging communication
- Excellent reasoning, problem-solving and process-based thinking skills – including responding to needs of Fellows and staff throughout the Fellowship
- Experience and enthusiasm working with a team and creating a collegial atmosphere with Teach For Malaysia Fellows
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Highly adaptable and able to work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment
- Computer literacy skills, with proficiency in MS Word, PowerPoint, Excel and G Suite.
- Strong desire to learn new things and grow professionally

Requirements

- **Minimum** 2 years teaching experience in a primary/elementary or secondary/high school
- Coaching/mentoring experience preferred (especially in the area of teacher development)
- Teach For Malaysia and Teach For All Alumni are encouraged to apply.

Application:

To apply, please email the following to careers@teachformalaysia.org

(a) Answer the following questions (not more than 200 words per question)

(b) Submit your CV (with 2 referees listed)

- 1. Why does joining Teach For Malaysia excite you?**
- 2. What is your long term career goal? Please elaborate how joining Teach For Malaysia is a step towards achieving that.**
- 3. Share one personal achievement that you've been most proud of and how that experience can benefit Teach For Malaysia.**
- 4. What are the three most important attributes or skills that you believe you would bring to our organization?**