



## Programme Team/ Training Specialist Senior Associate

"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 110,000 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:** Programme Team, Training Specialist (Senior Associate)  
**Start Date:** May 2020  
**Employment Type:** Full time  
**Location:** Kuala Lumpur, Malaysia with quarterly travel to regions

### Objective

The Training Specialist focuses on facilitating knowledge, skills and mindsets required throughout the two-year Fellowship. This includes planning, facilitating and monitoring the delivery of the Fellowship Curriculum in alignment with the overall objectives of the Teach for Malaysia Fellowship, and supporting Fellows in internalizing and realizing our Student and Fellow Vision.

The individual works with other Training Specialists to design and deliver both pedagogical and leadership development modules in the Teach for Malaysia Fellowship Curriculum. In addition, the Training Specialist manages Professional Learning Communities and supports the development of an effective and connected culture within the cohort.

### Key Focus Areas in the Role

- Support Fellows in internalising and realising the Student Vision
- Continuously improve the design TFM Fellowship Curriculum
- Facilitate delivery of the TFM Fellowship Curriculum
- Monitor effectiveness of the TFM Fellowship Curriculum

*Note: Fellowship Curriculum includes the Pre-Service Programme (PSP)*

### Duties and Responsibilities

Work closely with the Training and Coaching & Support teams to:

#### Continuously improving the design TFM Fellowship Curriculum (PLAN)

- Set a culture that is aligned to TFM's Theory of Leadership and achieves the Fellowship vision and objectives
- Develop Leadership Development (LD) modules that will support Fellows' leadership development during the Fellowship
- Develop Teacher Development (TD) modules that will support Fellows' pedagogical development during the Fellowship
- Work as a training team to identify Fellow needs in terms of knowledge, skills and mindset during the Fellowship
- Design virtual learning structures and experiences
- Conduct/ Participate in regular in-house training of the content with other Training Specialists and Coaching and Support Team

#### Facilitate delivery of the TFM Fellowship Curriculum (DO)

- Translate design of the curriculum effectively and deliver in-person training sessions at PSP and throughout the 2-year Fellowship
- Support Fellows on various topics through virtual Professional Learning Communities
- Collaborate with the Coaching & Support Team to provide bespoke Fellow development support- e.g. through technical support calls with Fellows or conducting virtual or in-person elective workshops

#### Monitor effectiveness of the TFM Fellowship Curriculum (REVIEW)

- Evaluate training based on the Kirkpatrick model, e.g. through surveys and performance based assessments

- Analyze data collected from Fellows with the Coaching & Support Team and provide input in improving the Fellowship program

### Required Competencies

- Strong pedagogical practice in alignment with our Student Vision
- Ability to identify support and training needs
- Clear, confident and emotionally engaging as a communicator
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and dynamic environment
- Computer literacy skills, with proficiency in MS Word, PowerPoint, Excel and Google Suite
- Ability to facilitate Professional Learning Community (PLC) discussions and learning to support Fellows in achieving collective and personal goals
- Ability to personalise support by collaborating with relevant stakeholders
- Experience and enthusiasm working with a team and creating a collegial atmosphere with Fellows.
- Proactive self-starter with the ability to manage multiple streams of work, and independently prioritise tasks
- Strong desire to learn new things and grow professionally
- Passion for Teach For Malaysia's mission and the education field

### Previous Experience

- At least 2 years of classroom practice
- Prior experience in designing and facilitating training sessions for beginning teachers
- Preferred prior experience in facilitating Professional Learning Communities

### Application:

To apply, please email the following to [careers@teachformalaysia.org](mailto:careers@teachformalaysia.org) :

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

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 organisation?

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

**(c) Submit a video of yourself running a training session**

**(d) Submit a sample of a training document you have created- e.g. a training session plan, or a training curriculum document**