



## Fellowship Programme

### 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 were born/live.

We recruit, train and support our country’s rising generation of leaders to teach in high-need schools across the nation, through our 2030 strategy consisting of 2 flagship programmes which is the Teach For Malaysia Fellowship and Program Duta Guru - our two-year leadership development programmes focused on growing leaders across the education system. We’ve impacted over 150,000 students and worked with the Ministry of Education and other corporate and social sector partners to collectively bring transformation to the education system. Beyond the Fellowship and Program Duta Guru, our growing network of Alumni, education champions and supporters 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.

As we celebrate TFM’s 10-years of existence and impact, we are looking for champions to join our team in this movement of change - people who share our vision, mission, and core values (Sense of Possibility, Excellence, Collaboration, and Integrity) - so that we are able to collectively work towards expanding our impact. Alignment to our vision, mission and values are integral to TFM’s culture, to ensure long-term, sustainable success and to realise our mission to:

**Build a movement of leaders in the education ecosystem to empower all children in Malaysia to realise their potential**

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 achieve our mission.

**Role:** Fellowship Programme, Leadership Development Officer (LDO)  
**Start Date:** January 2022  
**Employment Type:** Full-time, 1 Year Contract (renewable)  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

The Leadership Development Officer (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.

### **MISSION FOR THE ROLE**

The individual works with the Leadership Development Manager and the Design and Training team to deliver the Teach for Malaysia Fellowship programme, including both pedagogical and leadership development elements. In addition, LDOs manage Professional Learning Communities and support the development of an effective and connected culture within the cohort during the two years. At the same time, LDOs work with other functions within 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
- Training and development to coordinate and develop effective Professional Learning Communities
- Effective Session design and facilitation upskilling
- Coaching upskilling
- Access to development opportunities and Fellowships through the Teach For All Network and various partners
- 4 year (2 X cohort cycles) LDO compensation and promotion pathway

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

#### **Managing Fellows' Development**

- Managing a group of Fellows within a Professional Learning Community
- Coaching Fellows in developing towards achieving the Student Vision personalized conversations
- 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 in trackers

#### **Implementing the Fellowship Programme**

- Working together with the Training team to deliver the Fellowship program
- Organizing conferences and events
- 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
- Completing any necessary reporting and documentation required

#### **Contributing to the improvement of the Fellowship Programme**

- Analysing data collected from Fellows with the Programme Team and providing input in improving the Fellowship program
- Continuously developing one's coaching practice
- Collaborating and sharing best practices within and across the Programme Team

Any other responsibilities assigned as required to support the needs of the organisation where appropriate

### **KEY MEASURES OF SUCCESS**

- **Measure 1** - % of Fellows who meet their student outcomes
- **Measure 2** - % of Fellows who meet leadership and pedagogical development targets
- **Measure 3** - % of Fellows who are satisfied with LDO / TFM support
- **Measure 4** - % of Fellows who would recommend the Fellowship Programme
- **Measure 5** - % of school stakeholders are satisfied with their engagement with TFM

### **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
- 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

### **Role-Specific Competencies**

- Strong pedagogical practice in alignment to our Student Vision (2+ years classroom practice minimum)
- 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
- 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

### **Years of experience & qualification**

- At least 2 years of teaching experience
- Coaching/mentoring experience preferred (especially in the area of teacher development)
- Bachelor's Degree in any field

### **Leadership Experience & Team Adaptability**

- Ability to be adaptable in an entrepreneurial, fast-paced, and dynamic environment
- Strong interpersonal skills and ability to work collaboratively with all levels of employees and stakeholders
- Able to think strategically, critically, innovatively, and in a resourceful manner
- Able to build and maintain good relationships with internal and external stakeholders

### **Language & Technical Proficiency**

- Strong written and verbal skills and excellent proficiency in English and basic proficiency in Bahasa Malaysia
- Excellent proficiency in MS Word, Powerpoint and Excel
- Willing and able to readily adopt and utilise any TFM database or technological platform / application (i.e. Google Suites, Confluence, Salesforce, Zoom etc.)



### **Application**

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

(a) Your latest CV (with 2 referees listed)

(b) Answers to the following questions (not more than 300 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. What are the three most important attributes or skills that you believe you would bring to our organization?