



## Fellowship Programme

### Leadership Development Manager

“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 Manager (LDM)**

**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract (renewable)  
**Location:** Kuala Lumpur, Malaysia  
(requires frequent travel to placement location in other states)

### **OBJECTIVE OF THE ROLE**

The Leadership Development Manager (LDM) focuses on the leadership development of Teach For Malaysia Fellows across the entire duration of the Teach For Malaysia Fellowship for 2 years, while also managing a Leadership Development Officer (LDO). As part of the Training and Support team, 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 internalising and realising our Student and Fellow Vision.

### **MISSION FOR THE ROLE**

The Leadership Development Manager (LDM) works with the Training and Support Team to implement the Teach For Malaysia Fellowship. As a member of the Coaching and Support team, the LDM works with the Head of Coaching and Support and Leadership Development Officer to coach 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 internalising and realising our Student and Fellow Vision.

In managing particular areas of the Fellowship Programme, they work closely with the Design and Training team and other functions within Teach For Malaysia to ensure an aligned approach within the programme. As a collective, the Head of Coaching and Support and the Leadership Development Manager collectively own, develop, implement, and monitor strategies that drive towards our vision and outcomes. Given a strong community-centric approach to the Fellowship, LDMs will also build intentional relationships with the community to ensure we are grounded on a contextualised approach in our coaching and support.

### **DUTIES AND RESPONSIBILITIES**

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

- Managing a group of 10-15 Fellows within a Professional Learning Community
- Coaching Fellows in developing towards achieving the Student Vision through conversations
- Providing pre-lesson implementation support to Fellows
- 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

#### **Strategizing and Implementing the Fellowship Programme**

- Working together with the Training and Support team to strategize and deliver the Fellowship program
- Planning and conducting various training and support structures, such as coaching conversations, workshops or Professional Learning Communities (PLCs) to drive towards our Student and Fellow outcomes
- Analysing data collected from Fellows with the Training and Support team and providing input in improving the Fellowship program
- Collaborating and sharing best practices within and across the Training and Support team
- Completing any necessary reporting and documentation required

#### **Line managing LDOs**

- Monitoring and support one LDO to ensure they are working towards our desired outcomes
- Carrying out all performance management processes
- Supporting the development of the LDO by continually developing and refining a framework of support (including a training needs analysis) for them, ensuring that they continuously increase effectiveness in their role

- Ensuring smooth and rapid cascade of information to relevant members of the team, departmental colleagues, and other departments
- Providing other forms of support where necessary eg. supporting LDOs in problem-solving critical Fellow-related issues that arise in the region

### **Building community partnerships**

- Establishing and maintaining positive relationships with school administration, school mentors, and members of the community
- Intentionally understanding the community context to ensure our training and support is grounded on the needs of the community
- Leveraging on community partnership to implement the Fellowship

### **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 LDM's engagement with TFM
- **Measure 6** - LDO is satisfied with LDM's ability to manage

### **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**

- Ability to establish and manage a community of Fellows towards achieving collective and personal goals
- Strong pedagogical practice in alignment to our Student Vision (2+ years classroom practice minimum)
- Sound understanding of the coaching-mentoring continuum and ability to support and develop individuals in their own coaching-mentoring practice; coaching experience preferred
- Strong data and contextual analysis skills to draw accurate conclusions and guide actions
- Ability to manage a team and maintain strong team culture
  - Experience of defining and achieving a vision that is aligned with goals and priorities, and support direct reports to do the same
  - Creativity in identifying solutions/strategies in tackling issues/challenges that arise
  - Demonstrate exceptional relationship-building skills in order to establish effective working relationships with people of all working styles, backgrounds and industry-experience to form a highly functional team
  - Work well in a team but also be able to work under own initiative to meet deadlines
- Strong interest and motivation towards building and working with communities to ensure a community-centric approach in the implementation of the Fellowship

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

- At least 2 years of teaching experience, with a total of 4 years of working 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?