



## Training and Support (Fellowship)

### Head of Training and Support

“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, Head of Training and Support  
**Start Date:** Immediate  
**Employment Type:** Full time, 1-Year Contract (Renewable)  
**Location:** Kuala Lumpur, Malaysia

### **OBJECTIVE OF THE ROLE**

Teach For Malaysia requires a highly strategic individual with expertise in team development, leadership development, teacher training and/or adult learning theory and practice to lead Fellowship's efforts to empower Fellows to be excellent teachers and leaders. The Head of Training and Support will pursue the visions for student learning and Fellow development; look to realise ambitious, feasible, and measurable goals; develop and maintain a sustainable team culture that values personal development and the meeting of goals.

### **MISSION FOR THE ROLE**

The mission of the Head of Training and Support is to lead the Fellowship Training and Support Team in developing Fellows of the Fellowship programme to be mission-driven and competent leaders who will be lifelong advocates for education in the education ecosystem.

Since 2022, the Fellowship has been in the process of expanding to multiple pathways:

1. Teaching Partner Pathway - where Fellows are co-teachers in MOE schools and do not have the option to continue on as teachers in the civil service
2. Novice Teacher Pathway - where Fellows are MOE teachers within 0-2 years of experience
3. Contract of Service Pathway - where Fellows are hired into MOE schools under contract for 2 years with the option to continue on as teachers in the civil service

Given the expansion, there may be new challenges, uncertainties and fluidity expected in the work. The Head of Training and Support plays a crucial role in leading the Fellowship Training and Support Team to adapt in a volatile, uncertain, challenging, ambiguous (VUCA) environment to ensure transformational student impact.

### **DUTIES AND RESPONSIBILITIES**

Responsibilities include but are not limited to the following:

#### **Ensure excellence of the Fellowship Programme:**

- Design, set, and align the Training and Support team on the programmatic strategy, including but not limited to programmatic direction, goals, priorities, team structure, and budget
- Monitor and evaluate programmatic impact against delivery of the Fellowship programme
- Communicate strategic updates to Fellows and mitigate Fellow issues in ways that establish and maintain trust towards the programme and organisation
- Collaborate with the Fellowship Leadership Board to ensure programmatic strategy and implementation is relevant to Fellows' context and needs

#### **Managing the Training and Support team:**

- Support the training and coaching team to ensure design of training and coaching structures are aligned to programmatic outcomes and frameworks
- Support the Monitoring, Evaluation, and Learning Senior Associate to ensure effective monitoring, evaluation, and learning is conducted such that programmatic outcomes are achieved and the programme is continuously improving
- Build a team that is creative, collaborative, collegial and visionary in ensuring we are delivering a high quality leadership development programme

- Foster a sustainable and collaborative team culture in alignment with TFM's core values and with a focus on transformational student impact
- Through facilitative line management and team leadership, maintain and embed the ways of working and culture to ensure the Training and Support team's visions and goals are met

#### **Stakeholder engagement (with internal and external stakeholders):**

- Be a strong brand ambassador of the Fellowship programme and the organisation
- As part of the Fellowship Leadership Team, collaborate with Head of Fellowship, Stakeholder Engagement Manager, Talent Acquisition Manager, and Alumni Manager to ensure an aligned approach and engagement towards all stakeholders prior to, during, and beyond the 2-year programme
- Develop collaborative and effective relationships with stakeholders from the Ministry of Education at all levels (federal, state, district, and school) and private stakeholders to ensure smooth implementation of the programme
- Build lasting partnerships with key leaders and organisations in the education community to gain support and resources to accelerate student and Fellow impact
- Engage internal and external stakeholders (staff, participants, students and parents, school and government leaders, organisational supporters) to foster broad investment and conviction in the vision and goals of the organisation
- Engage as an organisation leader, supporting the organisation to achieve its long and short term strategies and aspirations

#### **KEY MEASURES OF SUCCESS**

- Evidence of growth in student impact
- Evidence of growth in Fellows' leadership and pedagogical competencies
- Participant and stakeholder satisfaction, loyalty and retention targets
- Quality of training events and individualised ongoing support
- Development and iteration of the programme's training and support frameworks and curriculum
- Team engagement and alignment
- Setting and managing programme budget

#### **REQUIRED COMPETENCIES**

- Passion for Teach For Malaysia's mission and the movement with a desire to operate within the Teach For Malaysia's Core Values
- Experience designing and implementing development pathways for staff
- Experience of strategically embedding a sustainable team culture that values both development and performance against ambitious goals
- Demonstrates strategic planning and execution by aligning the team on a vision of success, planning strategically and monitoring progress systematically
- Ability to empower team by keeping them accountable to team and personal goals, and keeping them focused through challenges
- Demonstrates 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 and effective relationships/partnerships with external stakeholders
- Excellent reasoning, problem-solving and process-based thinking skills
- Ability to manage operational budget effectively
- Highly adaptable and work effectively in an entrepreneurial, fast-paced, deadline-driven, collaborative and VUCA (volatile, uncertain, challenging and ambiguous) environment
- Proactive self-starter with the ability to manage multiple streams of work, independently prioritise tasks and deliver within deadlines.
- Clear and confident, and emotionally engaging communicator both in writing and verbally
- Ability to invest others in ambitious goals
- Excellent organisational skills
- Proficiency in English and Bahasa Malaysia

- Willingness to travel, work on some weekends, and other times as needed

### **Role-Specific Competencies**

- Experience in leadership roles and managing teams across different portfolios
- Experience in designing and implementing programme strategy
- Ability to speak in Malay or desire to learn required

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

- At least 7 years experience in any field
- Bachelor's Degree in any field
- Other preferred experiences include:
  - Leadership experience in the educational sector
  - More than 2 years of working experience as a professional teacher

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

- Ability to be adaptable in an entrepreneurial, fast-paced, achievement-oriented 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**

Please scan the following QR code or click on [this link](#) to submit your application through the application form.



*Due to the volume of applications we receive, we apologise that we will not be able to respond to all applicants - only shortlisted candidates will be contacted.*