

## Job Description

<b>Position Title</b>	<b>EDUCATION PARTNERS (Nemo – 2 positions)</b>
<b>Department</b>	EDUCATION
<b>Department</b>	OPERATIONS
<b>Reporting To</b>	Education Lead
<b>Location</b>	Johor Cluster
<b>General Job Accountabilities</b>	To support the Education Advisers and Education Lead with the implementation of the transformational education strategy and provide advisory support to school leadership teams and teachers in the transformation phase at the primary or secondary level for the Nemo Yayasan AMIR Trust Schools.
<p><b>Trust School Implementation in raising leadership, teaching &amp; learning towards students' outcome:</b></p> <ol style="list-style-type: none"> <li>1. Work closely with the Education Adviser to support the effective implementation of the Trust School programmes.</li> <li>2. Work with the teachers as a guide, mentor and coach to develop their understanding and knowledge as well as raising the standard of effective teaching and learning pedagogy and practise.</li> <li>3. Support the school in achieving their annual KPT's.</li> <li>4. Provide a range of continuous professional development opportunities for school teaching staff through the delivery of centralised and bespoke training, professional discussion, shared planning and teaching activities and coaching and mentoring activities as appropriate to need.</li> <li>5. Support Advisory Teachers in developing the skills necessary to carry out their role effectively</li> <li>6. Provide appropriate and periodical feedback to teaching staff to enable achievement of professional targets.</li> <li>7. Support teachers in collecting and analysing robust and valid student achievement data that informs learning and teaching.</li> <li>8. Establish and maintain supportive relationships with school leaders, teachers and the community.</li> </ol> <p><b>Monitoring and tracking effective implementation of the Trust School programmes</b></p> <ol style="list-style-type: none"> <li>1. Provide operation reports according to agreed timelines on school improvement status and track delays or escalate issues in implementing best practice in teaching and learning towards curriculum improvement initiatives for immediate action.</li> <li>2. Review the requirement for best teaching practices and ensure they deliver on their work scope and function. When needed, recommend that they attend relevant professional development programmes.</li> <li>3. To work closely with Education Adviser and the school community to ensure all School Improvement Programme and activities are communicated in a timely and concise manner.</li> </ol>	

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<b>Other Responsibilities</b> <ol style="list-style-type: none"> <li>6. Any other appropriate duties as allocated by the CEO, General Manager: Education, or Operations Manager.</li> <li>7. Promote and adhere to the Company's Vision and Values at all times.</li> <li>8. Maintain high commitment to quality, positive attitude, accountability and enthusiasm at all times.</li> <li>9. Observe culturally sensitive and appropriate behaviour, dress and language at all times.</li> <li>10. Acquire relevant knowledge of the local culture and customs.</li> </ol>	
<b>Academic Qualification</b>	Minimum a Bachelor's Degree with a recognized teaching qualification with significant school leadership experience would be an advantage and desired.
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• 5-8 years of working experience in the education section; primary or/and secondary level.</li> <li>• Experience working in an Advisory capacity for an education service provider, within the Ministry of Education or similar.</li> <li>• Experience of leading and managing change successfully.</li> <li>• Experience of School Improvement Planning and its executions.</li> <li>• Experience of designing, delivering and leading effective Professional Development programmes.</li> <li>• Experience of international school transformation programmes is highly desirable.</li> </ul>
<b>Skills &amp; Traits Desired</b>	<ul style="list-style-type: none"> <li>• Can demonstrate the ability to plan lessons effectively.</li> <li>• Proven ability to motivate and inspire others.</li> <li>• Excellent understanding and ability to demonstrate the core pedagogies promoted through the Trust School TeachSmart programme. These are: <ul style="list-style-type: none"> <li>– Effective lesson planning and delivery</li> <li>– Assessment for Learning</li> <li>– Differentiation</li> <li>– Positive behaviour management</li> <li>– Cooperative learning</li> <li>– Literacy and Numeracy skills development</li> <li>– Gathering and use of data to promote learning</li> <li>– Childhood development</li> <li>– Thinking skills development</li> <li>– Engaging all learners</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Proven ability to relate, motivate and communicate effectively with others.</li> <li>• Well organised and proficient at scheduling, with excellent presentation skills.</li> <li>• Excellent interpersonal skills including high levels of emotional intelligence.</li> <li>• Excellent oral and written communication skills as well as analytical &amp; problem solving skills.</li> <li>• Creative and strategic thinker with highly effective leadership skills.</li> <li>• Reliability, adaptability, self-reliant and high level of self-motivation.</li> <li>• An understanding of the ethos of partnering and evidence of delivering in that environment.</li> <li>• Self-disciplined with a strong work ethic and ability to operate with minimal supervision.</li> <li>• Competent and independent user of Microsoft Office programmes (Word, Excel and PowerPoint).</li> </ul>
<b>Leadership Criteria</b>	<ul style="list-style-type: none"> <li>• Professionalism and good work ethics.</li> <li>• Punctuality.</li> <li>• Self-disciplined, self-motivated and committed.</li> <li>• Ownership of job and timely completion of work.</li> <li>• Able to take on decision making role in accordance with the company's values and standard operating procedures and programme priorities.</li> </ul>

*Last reviewed: 03 May 2013*

Please take note that the company reserves the right to revise and variance the Job Description and deliverables as per the requirement of the business and the project without notice, changing the terms and conditions of the employment.

<b>Job Holder</b>	Signature	Name:
		Date: