



Fellowship Training & Support

Training Specialist

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

OBJECTIVE OF THE ROLE

The Training Specialist focuses on facilitating knowledge, skills and mindsets for Teach For Malaysia Fellows that are required throughout the two-year Fellowship. This includes designing, 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.

MISSION FOR THE ROLE

TFM Fellowship is TFM's flagship programme for the past 10 years and as the organisation grows and works towards achieving its 2030 Strategy and aspirations, the team will continue to innovate and diversify Fellowship pathways to develop new leadership in the education system. As part of the Fellowship team, Training Specialists will have the opportunity to develop and support all the Fellowship pathways.

Training Specialist will anchor his/her work with this question - "How do we best grow Fellows to the leaders that convicted that the TFM mission is achievable and work towards realizing the One Day vision" and hence the mission for this role includes:

- 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

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to the following:

DESIGN/PLAN - Continuously crafting and improving the design for TFM Fellowship Curriculum

- Set a culture that is aligned to the TFM's Theory of Leadership
- Work as Design and Training team to identify Fellow needs in term of knowledge, skills and mindset during the Fellowship
- Design Fellow support cycle that includes different learning structure and experience
- Develop Pedagogical or/and Leadership Development (LD) modules that will support Fellow's leadership development across different Fellowship pathway to achieve Fellowship outcomes
- Conduct/ Participate in regular in-house training of the content with other Training Specialists and Leadership Development Officers

DO - Facilitate delivery of the TFM Fellowship Curriculum

- Deliver in-person or virtual training sessions at Pre-Service Programme and throughout the Fellowship according to Fellowship Curriculum
- Support Fellows on various topics through Professional Learning Community (PLC)
- Collaborate with Leadership Development Officers and external stakeholders to provide bespoke Fellow development support

REVIEW - Monitor effectiveness of the TFM Fellowship Curriculum

- Evaluate training based on the Kirkpatrick model, e.g. through surveys and performance based assessments
- Collect on-ground evidences to challenge our bar of excellence towards Fellowship Curriculum

- Analyze data collected from Fellows with the Fellowship team and provide input in improving the Fellowship programme

KEY MEASURES OF SUCCESS

- **Training Content Satisfaction** - This refers to the percentage of Fellows that feel that the content is relevant to their needs and satisfied with the content.
- **Fellow Content Mastery and Confidence in Application** - This refers to percentage of Fellows that mastered the objectives stated in every session and their confidence in applying the knowledge or skills in the classroom
- **Facilitation Skill** - This refers to Training Specialist facilitation skills that support in content satisfaction
- **Fellow Development Target** - This will be shared goal with Leadership Development Officer to ensure Fellows are having sufficient support or opportunity to achieve the leadership development target set

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

- Passionate for Fellowship Theory of Change and the movement
- Outcome-oriented, with the ability to adjust on the plan while still achieving the desired impact
- Strong and engaging session facilitation practices
- Basic session or/and curriculum design and development knowledge
- Clear, confident and engaging communicator
- Proactive in deepening understanding of the knowledge, skills and mindset needed for teacher leaders to make impact in the education system

Years of experience & qualification

- At least 2 years experience working in education sector, preferably in one of the following areas:
 - Classroom practices
 - Community outreach and engagement
 - Social innovation and entrepreneurship
- Prior experience in designing and facilitating sessions

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:

(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?
4. What would you define as excellent training?