

# Position Description

[Teacher Development Specialist]



<b>Position Title</b>	Teacher Development Specialist
<b>Work Area</b>	BEQUAL
<b>Supervisor</b>	CPD Systems Strengthening Manager
<b>Incumbent</b>	Click or tap here to enter text.

## Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people’s lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

## Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



## Overview of [Work Area]

BEQUAL supports education priorities of the Government of Laos (GoL) described in the Ministry of Education and Sports (MoES) Education Sector Development Plan and is aligned with the strategic directions set out in Australia’s Education Delivery Strategy. BEQUAL supports MoES with the primary curriculum reform, with a particular focus on primary curriculum development, teacher professional development and integration of

inclusive education principles. BEQUAL Phase 2 will continue the substantial progress and build on the achievements of the first phase, building on seven years of investment

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## Purpose and Objectives

The Teacher Development Specialist will work collaboratively with the CPD Systems Strengthening Manager to provide technical inputs and coordination support for the development and delivery of innovative and responsive training materials, content and approaches for primary teachers, internal pedagogical support staff and other relevant education staff in target districts, TTCs and other relevant locations as part of the BEQUAL support for primary teacher CPD.

The position will work collaboratively with key stakeholders in MoES and BEQUAL, in particular the Teacher Education Manager and Assistant Manager, the Education Technical Advisers and the Regional Implementation team, to provide coordination and support for the planning and implementation of training and professional development activities for internal pedagogical support staff that align with the MoES CPD system and that build the capacity of key MoES stakeholders within this system for improved teacher support and teaching quality. The position holder will ensure that gender equity and inclusive education approaches are mainstreamed and implemented in activities in accordance with the BEQUAL Gender Equality and Inclusive Education Strategy

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## Key Responsibilities

### Key responsibilities include

- Leading on the translation and formatting of CPD resources for teachers, principals internal pedagogical support staff and other education stakeholders.
  - Facilitating face-to-face training for TTC staff in technical areas including but not limited to; Lao language primary curriculum content, active learning pedagogy, multigrade teaching approaches, inclusive education, mentoring and support.
  - Monitoring implementation of technical workshops at the subnational level and providing technical advice and guidance to facilitators to support BEQUAL in building the capacity of key CPD stakeholders.
  - Supporting the CPD Systems Strengthening Manager with the process to refine, approve and disseminate the Teacher Self-Assessment tool to support MoES efforts in the implementation of the primary teaching standards.
  - Supporting the CPD Systems Strengthening Manager to develop and manage tools and resources on Google Workspace for the use of CPD planning and coordination by TTCs, PESS and DESBs.
  - Working closely with MoES and BEQUAL to ensure that all BEQUAL supported teacher training content and approaches mainstream gender equality and inclusive education principles and practices, are suitable for a low resource environment, and are aligned with child protection principles.
  - Building and maintain collaborative working relationships with key MoES technical staff at national level to facilitate smooth planning and implementation of activities related to inclusive teacher training and development.
  - Supporting the Gender Equality and Inclusive Education Manager with creating awareness and improving understanding of gender equality and inclusive education approaches of MoES stakeholders.
  - Supporting the CPD Systems Strengthening Manager to develop and implement detailed and accurate workplans and budgets for all national level teacher CPD activities and work collaboratively with the Regional Implementation Manager and team for preparation of plans and budgets for sub-national training activities.
  - Working closely with the Ops team for activity budget planning and acquittal of funds and to develop and maintain a good understanding of BEQUAL operations and financial management policies and guidelines.
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## Key Responsibilities

- Working collaboratively with the Comms Team and relevant MoES departments on the production of teacher support videos.
- Proactively identifying issues/risks related to the planning, piloting and/or delivery of teacher education activities and report them to the Teacher Education Manager - proposing solutions where possible.
- Contributing to BEQUAL reviews, analysis, learning and reporting activities.
- Proactively fostering a culture of continuous learning by identifying areas for improvement, in collaboration with MEL teams and technical teams, and contributing to the ongoing improvement of BEQUAL's processes and approaches.
- Providing technical input and support on crosscutting areas of BEQUAL programming as appropriate.

## Selection Criteria

### Qualifications

- A relevant tertiary qualification in teacher professional development, teacher training and/or primary teaching
- Relevant profession experience in the education sector, preferably in the area of teacher training and support

### Experience

- Demonstrated experience developing and/or delivering in-service or continuing professional development programs for primary teachers, teacher trainers, and/or pedagogical support staff
- Experience working collaboratively with line departments in MoES (or another government setting) in a development context
- Demonstrated ability to address gender equality and inclusion in education programming
- Demonstrated project management skills, including the ability to successfully plan and coordinate multiple concurrent activities in partnership with key stakeholders

### Knowledge and Skills

- Knowledge and understanding of adult learning principles and pedagogy
- Ability to design teaching and training programs that mainstream gender equality and inclusive education approaches
- Excellent interpersonal skills and experience working in a multilingual and multicultural context
- Understanding of the education system in Laos and its challenges
- Knowledge of GoL education priorities as documented in the 9th Education Sector and Sports Development Plan (ESSDP)
- Excellent MS Office (incl Excel) and Google Workspace skills
- Fluency in Lao language and good English language skills, both written and oral

### Personal Attributes

- Ability to effectively self-manage the allocation of priorities and deadlines
- Excellent interpersonal skills and experience working in a multilingual and multicultural context
- Ability to approach problem solving in a flexible and culturally sensitive manner.
- Strong commitment to developing the capacity of local staff and gov't officials as well as increasing local participation and leadership
- Excellent communication, negotiation and relationship building skills within the Lao context
- Ability to work independently and in a flexible and dynamic team environment
- High level of attention to detail

## Selection Criteria

- Strong commitment to complying with and implementing PSEAH (preventing sexual exploitation, abuse and harassment) policies
  - Strong commitment to the principles of gender equality and inclusion, child protection and safeguarding, and doing no harm to the communities with which we work
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## Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

## Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

## Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

## Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.*