

# **TERMS OF REFERENCE (TOR)**

## **TEACHER TRAINER**



### **OVERALL PURPOSE OF THE FELLOWSHIP**

To provide targeted, in-service teacher training at BOOKBRIDGE Learning Centers in Cambodia or Mongolia.

### **BACKGROUND**

BOOKBRIDGE is a social enterprise that sets up learning centers as social businesses in rural areas of Cambodia. The learning centers aim to bring quality education to people in need and serve as real life case studies in our “Capability Program” for international executives to learn project planning, working with multiple stakeholders and leading diverse teams in different cultural contexts. Since 2011, we have setup 26 learning centers in Cambodia, Mongolia and Sri Lanka.

In 2015 and 2016, external evaluations of the quality of the language education at our Learning Centers were carried out. One of the key weaknesses identified in this evaluation was that of instructional quality and approach, with the majority of teachers applying traditional teaching methodologies, focusing on rote learning through teacher-centered instruction. In order to improve the overall education and course quality at our LCs, it is vital that teachers be trained on modern and student-centered teaching methods. Additionally, classroom management and positive discipline training is required.

Another weakness identified was the lack of a comprehensive and quality curriculum. Teachers at some Learning Centers follow a text book but teach without clear objectives and goals. Assessments are not based on clear standards and there is no overall curriculum to unify levels. A separate Fellowship is open in the area of teacher training and may be filled concurrently to this one.

### **OBJECTIVES**

The Fellow will undertake the following tasks in close and regular liaison with the Country Development Manager and the Country Manager of the country in which they are placed during all phases of the fellowship. The Fellow also will have a mentoring role with the project staff, in particular the Heads of Learning Centers, so as to facilitate a transfer of skills. The Fellow may also work in collaboration with Fellows placed at the same time in different locations:

- Consult with the Country Development Manager



- Do a short literature review on teacher training and teaching approaches in Cambodia or Mongolia
- Do interviews with technical experts on teacher training teaching approaches in in Cambodia or Mongolia
- Observe teachers in order to develop list of specific training needs and interventions
- Convene a meeting with the HoLCs and English teaching staff to get their inputs
- Develop an action plan for teacher training
- Develop appropriate training guides on identified topics
- Provide training to LC staff
- Provide mentoring and support to HoLC on how to observe and train teachers
- Observe and mentor teachers
- Co-teach and/or hold demonstration lessons

## **METHODOLOGY**

The process of teacher training will be more clearly defined by the Fellow once recruited but should be participatory where possible. It is expected that the first few weeks will be spent mostly on learning the situation on the ground, assessing and learning about the on-the-ground needs and observing teaching and LC operations in order to inform teacher training approaches.

## **OUTPUTS**

The Fellow will produce:

1. Training plan and schedule for the duration of the Fellowship in coordination with Country Manager.
2. Detailed report on key weaknesses and needs for training after observation of teachers
3. Training materials and overviews with TOT materials where possible

## **Key Activities**

- Welcome and orientation to the country and BOOKBRIDGE
- Visits to selected LCs for observation and discussion
- Document review of external and internal evaluations
- Meetings with key stakeholders
- Development of training program and schedule



- Development of training materials
- Training of staff on curriculum

## ARRANGEMENTS & RESOURCES

The Fellow is required to:

- Be based in the capital city (Phnom Penh or Ulaan Baatar) or at one of our Learning Centers with regular travel to other Learning Centers
- Stay in country a minimum of 12 months
- Provide his/her own laptop computer

## CRITERIA

- You have experience in working with children and young adults
- You have already worked with people from different cultures
- You are open towards new cultures, different life styles and mentality
- You have a very good command of the English language
- You are highly flexible, creative and able to work independently
- You are several years of experience in teaching and preferred experienced in teacher training
- You are able to commit yourself at least a minimum of 12 months
- You are proved free from all kinds of criminal acts or child abuses

## REPORTING

The Consultant will report directly to Monika Nowaczyk, Country Development Manager and the respective Country Manager.

### Contact details

Name	Job Title	Email
Monika Nowaczyk	Country Development Manager	monika@bookbridge.org
Sokhan Khut	Country Manager Cambodia	sokhan@bookbridge.org
Amar Purev	Country Manager Mongolia	amar@bookbridge.org

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