

## Pedagogy Coordinator for Soft Skills

Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps more than 6,500 children and more than 6,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 6 staff at the headquarters in France. 400 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

**Location:** Phnom Penh, Cambodia

**Starting date:** 02/2023

**Job description:**

S/he will be responsible to develop the pedagogy in order to ensure the quality of teaching and learning such as:

- Provide soft skill classes (approximately 10 hours/week)
- Coordinate the development of the educational and pedagogical materials
- Develop the teacher capacity building on pedagogy for soft skill training

**Missions:****1. Provide the soft skill classes as at the assigned schedule (10 hours/week)**

- Respect the standardization, competencies and program of the lecture
- Actually participate to the entire life and school team
- Teach consistently high quality lessons in line with the designated school curriculum;
- Apply pedagogical techniques of student centered approach
- Conduct assessment for three times per year and perform clear feedback to students as identified needs
- Keep monitoring and supporting the overall progress in each soft skill classes and development of students as a teacher and tutor
- Ensure teaching and learning are followed, re-adjusting as needed in line with soft skill curriculums and yearly course syllabus
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential ;be a role model for students, inspiring them to be actively interested in the major field by ensuring a high quality learning environment
- Maintain discipline in accordance with the school procedures and to encourage good practice with regard to punctuality, professional behaviour and responsibility
- Set clear delegation task management while any leave requests
- Promote aspects of personal development related the major subject
- Provide basic counselling to slow learners or learners with discipline problems by encouraging an active self-learning both in school and community and in collaboration with relevant departments
- Immediat report as observing student in behavioral or emotional concerns to relevant department
- Maintain supportive and open relationship with relevant stakeholders

**2. Develop the educational and pedagogical material:**

- Identify the needs of educational and pedagogical material development through interviews with students, teachers and principals, etc.
- Develop the educational and pedagogical material development plan that meets the needs and expectations of schools and the labor market
- Develop the educational and pedagogical material
- Provide the training "how to use the educational and pedagogical material" to teachers and school
- Play role in Admin Reference
- Monitor the implementation of the educational and pedagogical material in schools
- Evaluate and re-adjust the educational and pedagogical material if necessary

**3. Develop the teacher capacity building:**

- Identify the teacher pedagogy training needs through analysis of their teaching performance, career paths, annual assessments, class observation, interviews, etc.
- Develop an annual training plan that meets the needs and expectations of teachers
- Provide the training according to training planning to teachers in order to develop their pedagogy and linguistic skills
- Follow-up the teachers by conducting the class observation in order to evaluate the training processes and effects
- Coach the teachers
- Design a training manual
- Lead the technical meeting
- Participate with the manager in assessing and developing the program
- Involve in assuring the daily quality of soft skill program implementation
- Do other tasks assigned by manager

**Profile:**

- Bachelor Degree's degree in Education, Pedagogy, Teacher Training Development or similar field of study
- Four years experience in pedagogy Development
- Strong leadership skill
- Microsoft office, email, Internet
- Good or better English. French is an advantage
- Curriculum development
- Teacher capacity building, follow-up and coaching
- Educational and pedagogic tools development
- Assessment / evaluation
- Being a role model for continuous learning and improvement.

**Status:** Contrat local

**Details and contact :**

[www.pse.ngo](http://www.pse.ngo) for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to [recruitment@pse.ngo](mailto:recruitment@pse.ngo)

Recruitment team contact: 093 617 555 Telegram: <https://t.me/pserecruit>