

Teacher Assistant for General Education

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: 01/2023

Job description:

S/he will be responsible to support the teaching and non-teaching activities to improve the quality of education in the school.

Missions:

- Support the senior teacher to improve students' learning outcomes during the class
- Support the senior teachers to create/prepare teaching materials and activities
- Support the improvement of slow learners in class with additional supports and care
- Assist the senior teacher in tracking the student attendance and record on the system
- Follow up with absent students - call parents, report to student affairs
- Assist the school in grading the placement tests
- Assist the senior teachers marking the students (monthly/semester tests, homework, quizzes and upload scores on the system
- Assist with teaching tasks when teacher is on leave
- Monitor the discipline of students when they are checking in, having breakfast/lunch, napping time, going to library/sport/art, etc.
- Monitor students auto-learning hours and give them support where necessary
- Other tasks as assigned by the superiors

Profile:

- At least high school certificate
- Any degree in education and pedagogy certificate is a plus
- Non-teaching experience required
- Any volunteering work experience is a plus
- High commitment in education and being a teacher
- Well-organize, self-discipline, and energetic
- Microsoft office (word, excel, power point), email, internet,
- Interpersonal and communication skill
- Ability to communicate in English is a plus
- Commitment to PSE's vision, core values and code of conduct
- Willingness to learn and proactive
- Policy compliance and protection of children
- Patience, adaptability and ability to cope with changing processes.
- Ensuring timely, high quality results.
- Being a role model for continuous learning and improvement.

Status: Contrat local

Details and contact :

www.pse.ngo for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to recruitment@pse.ngo

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