Training and Curriculum Development Coordinator - Buleleng, North Bali

Be part of a great cause! An exciting role in education development and training with Bali’s most influential education NGO. Based in North Bali (Banjar, Buleleng). The position requires travel throughout Bali and Lombok regions.

Duties:
- Lead curriculum development team
- Contribute to the continuing development of Remedial Literacy and Numeracy (Grade 1-3) curriculum and delivery.
- Contribute to the continuing development of English as a Foreign Language (Grade 4 to Year 12) curriculum and delivery.
- Contribute to the continuing development of STEM (Grade 4-6) curriculum and delivery.
- Assist Apprenticeship and Training Coordinator in development of Year 12 student curriculum.
- Audit curriculum modules and materials for all program areas.
- Report training needs to the Education Development Coordinator. Assist in designing and delivering effective teacher training to both primary and secondary level programmes within all Foundation learning streams and all project areas.
- Assist maintaining training schedules across projects and curricula.
- Observe and team-teach with English as a Foreign Language, STEM and Literacy & Numeracy teachers and give workshops as part of their CPD (Continued Professional Development).
- Provide training to students in Uni-Ready, Hospitality Ready, Work Ready and Apprenticeship Ready curriculums
- Participate in teacher recruitment. Monitor training schedules for new teachers.
- Prepare weekly reports on Curriculum updates and teacher training.
- Work closely and report to the Education Development Coordinator and Operational Manager
- Other duties as assigned by management.
Minimum General Requirements:

- Strong interpersonal skills
- Tech savvy (spreadsheets, written documents, computer, email, powerpoint, etc)
- Able to work independently and cooperatively
- Excellent communication skills both verbal and written
- Multi-tasker and organized
- Willing and able to travel frequently and sometimes on short notice (including boats, airplanes)
- Ability to drive a motorcycle (car a bonus)
- Patient temperament and ability to adapt to change
- A good level of fitness

Additional requirements:

- Special requirements:
  - S1 or higher degree in Education
  - Excellent written and spoken English
  - Strong knowledge in following areas: Bali (includes Nusa Lembongan, Ceningan and Penida), North Lombok and The Gili Islands
- English as a Foreign Language

Please contact Nathan Tew at nathan@balichildrenfoundation.org

Attractive salary package to match applicant’s skills.