

SpringBoard4Cambodia is found in 2007 and officially registered in Cambodia in 2008. Our main commercial objectives are to promote international education in the UK, English language training through the British English Learning Centre, Campus UK, and Examination services for the Cambridge English Languages Assessment, University of Cambridge and IELTS test of the British Council. SpringBoard4Cambodia is a certified British Council trained agent, the Cambridge English Authorized Centre of the Cambridge English Language Assessment of the University of Cambridge in the UK, and the British Council IELTS test venue in Cambodia.

Due to our development and expansion, we are seeking for dynamic *Curriculum and Training Support Officer*.

Information

Location: Toul Kork, Phnom Penh

Schedule: Full-time

Age: 18-25

Duties

- Coordinate and oversee the implementation of Cambridge English and IELTS curriculum
- Develop positive working partnership to support and improve teachers' teaching
- Make internal announcement or set deadlines to teachers regarding to academic-related information
- Maintain accurate record of teachers' progress and teaching materials and provide regular communication and reports to Academic Manager
- Establish rosters for teachers and aides of curriculum and procedures
- Register students for internal assessment test and external Cambridge exams
- Administer Cambridge English Placement Test to students and allocate students to classes based on their ability
- Allocate schedules to teachers and assist Academic Manager with teacher recruitment processes
- Invigilate Cambridge Examinations and IELTS Tests (Computer-delivered and Paper-based)
- Manage cloud-based school management software
- Other related tasks assigned by Academic Manger

Requirements

- A graduate in Bachelor of Education in English or other equivalent qualifications in similar field.
- At least 6-month experience in teaching or working in academic field or similar field
- Ability to use Ms. Office, Internet, and Email and other necessary applications such as SPSS
- Being able to work and adapt in multicultural environment
- Ability to set priorities and time management under pressure
- Being open to receiving constructive criticism
- Problem-solving and flexibility are also considered
- Being able to take own initiatives independently

Benefits

- Free Cambridge English Courses and IELTS at Campus UK
- Free Cambridge Exam and IELTS test fee (including travel, accommodation expenses when taking IELTS overseas)
- Free Lunch (and dinner if working in the evening shift)
- Health and life insurance package
- Local and overseas annual trip, outstanding staff's awarded trip abroad opportunity
- Promotion opportunity

- Friendly working environment
- Master scholarship opportunities in local universities or overseas (The UK, The USA, New Zealand, Australia and Canada)
- Cambridge and British Council IELTS Invigilator status
- Paid sick leave, mission leave, maternity leave, annual leave, national holiday and observances
- Travel, flight, accommodation allowance for trip missions to provinces and overseas

How to apply

Please send your CV, Cover Letter, and References to **Mr. Lyheng Chann** by

Email: lyheng.chan@springboard4cambodia.com or submit your applications directly to the company

Address: Springboard House No. 6, Street 574, Boeung Kok II quarter, Toul Kork district, Phnom Penh, Cambodia