

Instructional Coaching Manager

Position Summary: Teacher Coaches play a significant role in the organization. As *direct managers of Teach for the Philippines' Teacher Fellows*, they regularly monitor both pedagogical performance and leadership growth through observation-debrief cycles, school group meetings, and student learning outcomes. As professional managers, Coaches are responsible for cultivating a strong and *effective* professional relationship with Fellows, and providing individualized support both in technical and soft skills and in building mindsets, helping to ensure that Teacher Fellows are successful inside and outside of the classroom. As the first point of contact between Fellows and the organization, Coaches help Teacher Fellows deployed across the country with integration into school communities. Coaches are passionate team players and skilled intercultural communicators. An enjoyment of field work is a must – travel throughout the Philippines is required.

What is the job's purpose? The purpose of the job is to support Teacher Fellows in order to ensure Fellow's growth and impact (measured via improved student learning outcomes) during the two-year Fellowship.

Why is the job important? Without being successful with their jobs in the public schools, Teacher Fellows cannot complete their two-year Fellowship in good standing or contribute to the attainment of our shared vision by being excellent alumni Ambassadors for the organization. Approximately 24.5 Million Filipino children are in public schools around the country. They need our Teacher Fellows to catalyse their learning experience and transform their lives, while we need our Teacher Fellows to experience success in teaching in a public school classroom so that all parties – alumni and staff – can passionately drive collective, systemic change inside and outside the organization making an excellent education available to all Filipino children within our lifetime.

What position does this job report to? This role reports, and is accountable, to the Instructional Coaching Director

What are the main challenges facing this role? The principal challenge is the balancing act between being both a teacher coach and a professional manager. In this role, one's key progress measures include not only looking out for teacher effectiveness, but also viewing the Teacher Fellow holistically as a contributing professional to Filipino society. There is also the challenge of maintaining emotional distance and professional distance from the various situations at hand.

RESPONSIBILITIES	QUALIFICATIONS
<p>General Responsibilities</p> <p><u>Development and Implementation</u></p> <ul style="list-style-type: none"> ● Submit feedback on Fellows for SLT organized and on deadline, via the Director. ● Visit Teacher Fellows regularly in their classrooms to observe lessons, interact with students, and provide feedback to help Fellows set, plan, and achieve ambitious student achievement goals. ● Monitor outcomes and student achievement, collect data based on the schedule stipulated by Teach for the Philippines' Data and Assessment Calendar. <ul style="list-style-type: none"> ○ Analyze this data and problem-solve with Director to prioritize the teacher actions that most impact student performance. ○ Use this data to give feedback on how 	<p>Role Requirements</p> <ul style="list-style-type: none"> ● Filipino citizenship or an Alien Employment Permit authorizing a foreign national to work in the Philippines. ● Bachelor's degree required, preferably in Social Sciences, Education, Psychology, Community Development or Management. Graduate degree in related degree is a plus. ● 2 or more years' experience as a Mentor, Coach or Lead Teacher demonstrating role in leading individuals and teams.

Teacher Fellows can improve

- Monitor Teacher Fellow / school group projects and training activities from a field perspective, identify assets and challenges in their assignments and provide feedback to the Training & Development team as may be appropriate.
- Stay a step ahead in movements in the trends in teacher coaching & mentoring
- Monitor Teacher Fellow's overall performance and make necessary recommendations as needed.
- Craft Coaching Plan / Support Plan relevant to the needs of the Fellow and implement effectively and efficiently.
- Travel regularly throughout the assigned regions visiting Teacher Fellows and observing their work at the site and establishing and maintaining working relationships with the school community.
- Build and maintain good relationships in the assigned areas and act as excellent ambassador of TFP to rally the community towards the organization's vision and mission.
- Set up regular meetings with stakeholders in the community to facilitate smooth entry, integration and exit of the Fellows in the community.
- Assist in identifying and assessing housing checks for new placement sites.
- Assist in building and maintaining university and mentorship partners.
- Perform cash disbursements.

Cross Functional Alignment

- Help Government and Placement Team with relationships with LGUs, districts and schools.
- Help Government and Placement Team with safety and security issues, and with designing emergency protocol.
- Participates in the design and implementation of the Emergency Protocol.
- Deep understanding, commitment, and regular review of TFP's Child Protection Policy (CPP) with co-managers.
- Facilitates VIP visits to Teacher Fellow sites. Prepares documents required for these visits: draft itinerary, scene setter, talking points, CV/profile of Teacher Fellows and School Communities to be visited. Accompanies VIPs on visits as assigned by the Director. Prepares Principals and Teacher Fellows of projected travel plans and activities during the visit.
- Help maintain relationships with international and local training providers within the school community.
- Facilitate communication between TFP and

- 3 or more years of teaching experience
- Successful experience working with public schools and organizations is a plus
- Willingness and ability to travel independently using various modes of transportation
- Willingness to work weekends and evenings to facilitate professional development, debriefs or group meetings.
- Willingness to take on significant responsibility and accountability.

Skill Competencies

- Proven knowledge of andragogy, pedagogy, module development and assessment
- Communication
 - Fluency in English.
 - Outstanding interpersonal skills
 - Strong written skills.
- Organizational Skills
 - Excellent organizational skills.
 - Ability to juggle multiple tasks at once.
 - Excellent attention to detail.
- Strategy and Execution
 - Ability to make quick decisions and think on his/her feet.
- Exercise of Judgement
 - Site Assessment & Development
 - Conflict Management between Fellows and School group or school community
 - Addressing Fellow's issues and concerns
 - Implementation of policies and procedures directly affecting Fellows
 - Approval and processing of leave requests
 - Fellow's transgression of TFP's core values, policies, CPP violations

- stakeholders in the community as needed.
- Help other function teams with specific events (Admissions Events, Flipped, TFP Week, RED, etc...)

People Management

Ensure effective human resource management of Fellows assigned to a region maximizing impact of the TFP program by providing support as needed to each Fellow in the areas of emotional support on a wide range of issues, cultural adaptation guidance, problem identification and solving, and crisis intervention. Although it is expected that most of the Fellows’ needs for support in doing the assigned job will come from the school community at the site, the Coach may be required to intervene when situations occur that cannot be resolved at the site by the Teacher Fellow.

- Deep understanding, commitment, and regular review of TFP's Child Protection Policy (CPP) with Fellows and school groups
 - Proactive community observation and investigation of adherence to CPP while on classroom visits. Proactive and immediate reporting to the Director
- Champion the development of people within the organization
- Ensure a harmonious, productive working relationship amongst team members and the school community.
- Support Fellows in setting long-term goals and benchmarks for their own development in addition to that of their students, and check progress.
- Monitor and Support a team of Teacher Fellows through observations, debriefs, learning circles, school group meetings using different modes; assess needs of each Teacher Fellow and differentiate approach accordingly.
- Give Performance Evaluations at the end of each semester of the school year
- Set up check-ins with Fellows for coaching and feedbacking purposes.
- Implement the Learning Circle Curriculum to Teacher Fellows on-ground
- Collect and review school community feedback on Teacher Fellows.
- Prepare regular communication and recommendations for the Director regarding Fellow concerns

Program Alignment

- Set up university and district partnerships and mechanisms for teacher Fellows, for working

and recommendations for necessary actions to be taken by TFP

- Proactive observation and investigation with community for CPP purposes, when on classroom visits
- Technical and Administrative
 - Strong technological skills (including knowledge of Microsoft Office and Google Docs) are preferred.
 - Experience tracking a budget is required.

Character

- Deep commitment and excellent Ambassador of Teach for the Philippines' Core Values.
- Resilient and open
- Innovative

<p>towards required training and support over the two-year Fellowship</p> <ul style="list-style-type: none">● Maintain trackers for work efficiency in sharing information.● Regularly review important documents and make changes and edits as necessary.● Facilitate innovations and create robust tools and systems necessary to improve program implementation.● Help the Data & Impact Assessment team develop data tracking systems for in-house standardized testing and transformational classrooms● Monitor impact on students and Teacher Fellow effectiveness and needs over the course of the two-year commitment and suggest additional training experiences as needed to resolve gaps● Assist in organizing and facilitating regional training workshops, as necessary.● Assist in creating modules for TLC, as necessary	
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