


VSA Assignment Description

Assignment Title	School Management Advisor
Assignment Modality	Partnering for Good (P4G)
Assignment Number	41351
Country	Timor-Leste
Location	Dili
Partner Organisation	Saint Anthony International School (SAIS)
Duration	12 months
Sustainable Development Goals	
Business Development Partner	

1. Partner Organisation Overview

St. Anthony's International School (SAIS) is the only private-independent international school in Dili, Timor-Leste owned and managed by Timorese. SAIS was established in 2017 transforming from BBs Tutoring Tree that offers different courses and programs to locals and foreigners. BBs Tutoring was a course program (Tutorial program) which offered English and computer courses. SAIS vision is to become a highly international school that could compete against the national and international demands on quality education; provide good services and standard curricula; and bring local advantages as a true multi-lingual learning institution.

St Anthony's International School (SAIS) has a thriving pre-school and primary/high school and employs both local and international experienced teachers to achieve its purpose. SAIS is an environment of example that intend- to unite the local families and foreigners regardless of social status who truly appreciate and embrace the offered core values-honesty, child-centred, service-oriented, eco-friendly, and lifelong learning while promoting its strong parent-teacher-community-based partnership; delivering more developed educational programs; producing well-equipped and upright individuals in the community; and upholding the school as a profitable learning institution in terms of educational quality

Although with the very limited resources, SAIS provides scholarships every year to orphanage students, disadvantaged families and students with outstanding academic performances. SAIS will do its best to offer scholarships in future by providing an equal opportunity to everyone because our key philosophy is everyone has a right to access a good quality of education.

2. Assignment Overview

The organisation is less than 6 years old and has grown with great success to 203 students with nearly 138 students in the primary school. The teaching and learning practices in the primary school are still maturing and teaching capability needs to be improved to ensure the growth is sustainable.

SAIS' long term goal is to develop into a highly respected international school that can compete against the national and international demands for quality education; provide good services and standard curricula; and bring local advantages as a center of multi-culture learning institution so

that could be able to contribute to the process of the national education development. This role is focussed on developing the capability of the primary school and its staff through:

1. Train and assist the teachers to develop the school annual work plan in alignment with the school's and the curriculum (in reference to the Australian/New Zealand curriculum);
2. Train/support the school management team in developing the school's operational standard procedures (SOP) such as school manual and a code of ethics for teachers, students, and other requirement procedures.
3. Providing technical advice to the teacher class advisors on the annual development programs and activities.

Providing teaching training programs and sharing experience with the school teachers and staff as required.

3. Goal/Outcomes/Outputs

Goal

SAIS Primary and elementary School is operating effectively, with potential for further growth as demand requires.

Outcome 1

SAIS has an annual work plan and policies/procedures in place for improved operation.

Together with the Managing Director and the school teachers.

- Develop the primary and secondary school annual work plan.
- Review and develop the school's standard operational procedures, in terms of a school code of conduct for the teachers, students, parents, and teachers association (PTA) and school staff.
- The volunteer will provide regular advice to the Managing Director, School Management, Teachers, and staff on the operational implementation of the preschool's programs and activities.

Outcome 2

SAIS' teachers and staff have improved capability, and the school is well positioned for future growth.

The volunteer will:

- Conduct training programs for teachers in the area of personal development, programs and activities, and professional teaching methodologies and techniques.
- Assist the Managing Director and School Management in supporting high-level critical thinking and problem-solving skills for teachers and staff.
- Provided effective support to the teachers in their areas of professionalism in order to promote advanced level on school assessments.

Outcome 3

SAIS has extra-curricular as part of school's curriculum that training the children in healthy activity.

The volunteer will:

- Initiate school activity such as sports events.
- Initiate life skills activity for the students in high-grade, such as how to produce homemade chilli sauce, how to do packaging of the sauce.
- Initiate swimming lesson for the high-grade students.

4. Reporting, Working Relationships and Capacity Building

It is anticipated that capacity building will take place in a variety of settings, included but not limited to:

Development of school administration systems and best practices to the school management, formal and informal training sessions with teachers to improve teaching techniques, methodology and understanding and sharing knowledge and skills on a daily basis with management and staff.

The volunteer will work together with the SAIS Managing Director, School principal, administrative staff, teachers and students.

The volunteer will report directly to the school principal and will be accountable to the Managing Director. On a day-to-day basis, the volunteer will predominately work with the school principal and the teachers.

The volunteer and SAIS will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice, and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection Criteria/Position Requirements

Professional Specifications

Essential

- Minimum of 5 - 7 years knowledge and experience working in primary up to elementary school leadership roles
- Qualification in Education - School Teaching or Management.
- Experience developing primary and elementary school work plans.
- Experience facilitating training workshops.
- Demonstrated ability to develop and maintain relationships with a wide variety of stakeholders.
- Experience mentoring and coaching primary and elementary school management and staff

Desirable

- Experience working in new primary and elementary school context.
- Experience working with school boards / governance body.
- Experience of developing and reviewing primary and elementary school

Personal Specifications

Essential

- Ability to exercise initiative.
- Ability to be flexible and to work at the pace of partners in a multi-cultural environment.
- Demonstrated ability to work as a member of a team and maintain effective and friendly working relationships with a diverse range of people.
- Open to feedback and changes in direction

Desirable

- Flexibility
- Holder of a motorbike or car drivers licence

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively.
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks.
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange.

7. Country Context

For more information about Timor-Leste, see <https://www.vsa.org.nz>

8. Living and Working Situation

SAIS has experience hosted volunteer and SAIS has a sufficient facility such as internet connection along with other infrastructure.

SAIS is well situated in Farol-Palapaco, a safe area near the centre of Dili (capital city of Timor-Leste) with easy transport access. SAIS has a strategic location and provides good workplace facilities including office space and good teaching space with air-conditioning and other facilities.

The school is also trying to improve infrastructure (building a new staff room). Very safe environment and SAIS is an independently owned Timorese school.

Additional Information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package.

The volunteer's package includes the following:

Reimbursements and grants

1. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. A resettlement grants of NZ\$133 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
3. The volunteer will receive a monthly living allowance of USD640.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.