



Terms of Reference

Functional Title:	Non-Key/ Junior Experts (5) trainers of teacher trainers for supporting capacity development of Practice schools
Project Name:	Support Human Capital Development and Research - General Education and Human Capital Development. Service Contract №: 2012/295-369, EuropeAid/131556/C/SER/RS
Project Objective:	To contribute to human capital development through strengthening the “knowledge triangle”: education – research – innovation, as well as to enhance the effectiveness of the education system in Serbia, thus contributing to a better overall level of knowledge, skills and competences in the society
Project Components:	<p>Component 1: To develop a National Curriculum Framework in primary and general Secondary education</p> <p>Component 2: To enhance teachers’ professional development, develop and deliver training to at least 13.000 teachers with a special focus on lacking competencies of teachers (e.g. transversal competencies)</p> <p>Component 3: To build up a sustained relationship between research in education, Education policy and practice, this assists also in monitoring education reforms and continuously improves education policies</p> <p>Component 4: To establish Practice Schools as teaching bases for professional development of teachers and to have them appropriately equipped.</p>
Project Duration:	05 July 2012 – 05 July 2015
Contracting Authority:	European Union Delegation to the Republic of Serbia
Country:	Republic of Serbia
Contractor:	Hulla & Co Human Dynamics KG (Austria) as leading Consortium partner
Beneficiary and Project Partner:	Ministry of Education and Science
Post Location:	Expert works in Serbia; the project offers occasional use of facilities of the HD-Project Office, Belgrade, if warranted
Reporting Structure:	<p>1st Reporting Designate: Senior Expert (Support to establishing and development of practice schools)</p> <p>2nd Reporting Designate: Team leader</p> <p>3rd Reporting Designate: Project Manager, Hulla & Co. Human Dynamics KG</p>
Frequency of Communication:	
Frequent	Senior Expert (establishment and development of practice schools), Junior Expert for Coordination, Working Group for Component 4 Team Leader
Occasional	KE2 (curriculum development), Senior Experts in Component 2 (curriculum

development and teacher training), and 3 (research), Component 4 Team,
 Practical placement coordinators of teacher education faculties,
 The Institute for the Improvement of Education (IIE)
 Other most relevant other stakeholders in the area of Curriculum Development

Staff supervised: None

Working Days as per

Working Agreement: up to 29 WD

Start of Assignment: Assignment Starts: August 2013

End of Assignment: Assignment Ends: May 2015

Area of Responsibility:

Under the guidance and supervision of the Senior Expert for practice schools and the Key Expert 1 (Team Leader), respectively, the expert will be responsible for developing training materials and conducting training for teachers in 38-40 selected practice schools (primary, secondary). The target groups consist of teachers and other educational staff from the project practice schools responsible for mentoring and supervising teacher students and occasionally will include staff from cooperating universities.

The area is defined in the Project ToR / Component 4 and in Inception report/Component 4 to include the following activities that will be implemented with the aim to attain them:

Activity 4.1.1.4. Providing additional training for the selected teachers, school psychologist and/or pedagogue and school principal of the selected practice schools

Major tasks

- In guidance of the Senior Expert for practice schools to plan and implement training of 38 practice schools with 18-23 teachers in each and prepare material for it
- Led by the Senior Expert prepare training material and conduct training courses for practice schools in areas not covered by component 1, 2 and 3, but essential for taking up the new roles of practice schools: Supervision and mentoring student teachers, School development and self-evaluation, Communication with parents and other partners
- Assist in preparation of a training course performance reports, including list of participants, attendance records and evaluation sheets
- In guidance of the Senior Expert for evaluation apply the feedback methodology on the quality of the training courses, assist the Senior for evaluation in designing of it
- Analyse the feedback results and prepare a brief report on the findings for each training course
- Provide guidance and support to the Junior NonKey experts in C4 for their main responsibilities in setting up appropriate mechanisms for supervising prospective teachers in the practice schools

Qualification Requirements

Qualifications and Skills:

- Minimum BA/MA in education related areas
- Fluency in written and spoken English
- Writing, reporting and computer skills (MS Office)

General:

- Experience at a higher education institution educating teachers for primary or general secondary schools
- Minimum 3 (three) but preferably 5 (five) years of professional experience in the field of initial teacher education at higher education level
- Experience in planning and implementing teacher education / training programs
- Knowledge in constructivist theories of learning
- Good understanding of student centred and individualized approach in education
- Good understanding of various ways of student assessment
- Understanding challenges in teaching profession in Serbia
- Appreciation and respect for teachers and teaching profession
- Participation in international teacher education and/or professional development programs will be an asset
- At least some experience in applied education research

Specific:

- Experience in coordinating and assessing practical placement of teacher students
- Skills and experience in supervising and mentoring in education settings
- Experience in preparing and tailoring teaching and learning materials
- Experience in designing curricula in higher education
- Good understanding of teachers' role as reflexive practitioner
- Good understanding of Subject Didactics in at least one subject taught in primary or general secondary education in Serbia
- Good understanding of School Development and School Self-evaluation
- Recognition the need to/for change in teacher education
- Experience in cooperating with higher education institutions involved in teacher education
- Participation in programs aimed at upgrading teaching competencies
- Ability to deal with and handle conflicts and conflict situations

Reporting

The Expert shall draw up reports and documents in accordance with the ToR. All the reports shall be elaborated in the English language.