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## JOB DESCRIPTION

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Job Title	Relief Teacher
Job	Teaching & Care-Giving

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### JOB PURPOSE

Assist in carrying out all aspects of daily teaching and development activities as well as pastoral care for the children enrolled in the Centre.

### JOB DESCRIPTION

Be part of a dynamic team to enhance the quality of Singapore's pre-school education landscape.

As a Relief Teacher, you will play a key role in providing our young with an enriched learning experience, nurturing their social skills and preparing them for lifelong learning. You will plan and deliver education programmes to help foster holistic learning and development for the children and be involved in parent and community engagement.

### JOB RESPONSIBILITIES

- Provide support in pre-schools in carrying out play, non-structured (i.e, storytelling, songs, rhymes, simple art activities, assist in bringing children outdoors) and routine care activities only.
- Ensure basic health, hygiene, safety and nutrition practices for the young children between 0-6 years old.

### REQUIREMENTS:

- At least a Secondary 2 education or equivalent
  - Preferable with Relief Staff Programme Certificate
  - Able to work in childcare environment
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## JOB DESCRIPTION

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Job Title	Infant Educarer
Job	Teaching & Care-Giving

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### JOB PURPOSE

Responsible for carrying out all aspects of daily teaching and development activities as well as pastoral care for the infant and children enrolled in the Centre.

### JOB DESCRIPTION

Be part of a dynamic team to enhance the quality of Singapore's pre-school education landscape. As an Infant Teacher, you will play a key role in providing our young with an enriched learning experience, nurturing their social skills and preparing them for lifelong learning. You will plan and deliver education programmes to help foster holistic learning and development for the children and be involved in parent and community engagement.

### JOB RESPONSIBILITIES

- Responsive to the needs of young children from 2 months to 18 months.
- Follow Early Years Development Framework to plan and provide teaching and care
- Follow health, safety, nutritional and hygiene standards
- To create a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them; a quality learning environment through assisting in implementing a developmentally and culturally appropriate curriculum.
- Be intentional in building trust and respectful partnerships with parents and families.
- Actively engage in centre initiatives and supports its collaborative efforts with the community.
- Able to work closely with colleagues and contributes to a culture of collaboration and collegiality.
- Engaging in continuous learning and reflective practice.
- Use emotional competence to manage self at the workplace
- Any other duty that may be assigned by the Centre from time to time.

### REQUIREMENTS:

- At least minimum of GCE 'N' level credits including English Language.
- Higher Certificate in Infant Care (HCIC) or its equivalent recognized by ECDA
- Passion to work with infants and young children



## JOB DESCRIPTION

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Job Title	Educarer
Job	Teaching & Care-Giving

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### JOB PURPOSE

Responsible for carrying out all aspects of daily teaching and development activities as well as pastoral care for the infant and children enrolled in the Centre.

### JOB DESCRIPTION

Be part of a dynamic team to enhance the quality of Singapore's pre-school education landscape. As an Educarer, you will play a key role in providing our young with an enriched learning experience, nurturing their social skills and preparing them for lifelong learning. You will plan and deliver education programmes to help foster holistic learning and development for the children and be involved in parent and community engagement.

### JOB RESPONSIBILITIES

- Responsive to the needs of young children from the age of 2 months to 3 years old.
- To create a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them; a quality learning environment through assisting in implementing a developmentally and culturally appropriate curriculum.
- Be intentional in building trust and respectful partnerships with parents and families.
- Actively engage in centre initiatives and supports its collaborative efforts with the community.
- Able to work closely with colleagues and contributes to a culture of collaboration and collegiality.
- Engaging in continuous learning and reflective practice.
- Any other duty that may be assigned by the Centre from time to time.

### REQUIREMENTS:

- At least minimum of GCE 'N' level credits including English Language.
- WSQ Advanced Certificate in Early Years (WSQ ACEY) or its equivalent recognized by ECDA
- Passion to work with Infant and young children



## JOB DESCRIPTION

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Job Title	Pre-School Teacher
Job	Teaching & Care-Giving

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### JOB PURPOSE

Responsible for carrying out all aspects of daily teaching and development activities as well as pastoral care for the children enrolled in the Centre.

### JOB DESCRIPTION

Be part of a dynamic team to enhance the quality of Singapore's pre-school education landscape. As a Preschool Teacher, you will play a key role in providing our young with an enriched learning experience, nurturing their social skills and preparing them for lifelong learning. You will plan and deliver education programmes to help foster holistic learning and development for the children and be involved in parent and community engagement.

### JOB RESPONSIBILITIES

- Plan and deliver education programmes for the holistic development of the children
- Support the development and implementation of teaching and learning approaches and resources, as well as best practices to enhance the learning experiences for the children
- Prepare learning materials and conduct age-appropriate programmes
- Provide a positive learning environment and ensure the well-being and safety of the children
- Engage parents and partners in education to be involved in learning and development of the children
- Monitor and document children's learning and development
- Any other duty that may be assigned by the Centre from time to time.

### REQUIREMENTS:

- At least 5 GCE 'O' level credits including English Language.
  - Diploma in Pre-school Teaching - Leadership (DPE-L) / Diploma in Pre-School Teaching (DPT) /Certificate in Pre-school Teaching (CPT), or its equivalent recognised by ECDA
  - Passion to work with children
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## JOB DESCRIPTION

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Job Title	Lead Teacher
Job	Teaching & Care-Giving

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### JOB PURPOSE

The main job responsibility is to assist the Centre Leader in the daily running of the centre, including mentoring of teachers and teach in classes.

### JOB DESCRIPTION

Be part of a dynamic team to enhance the quality of Singapore's pre-school education landscape. As a Lead Teacher, you will play a key role in providing our young with an enriched learning experience, nurturing their social skills and preparing them for lifelong learning. You will plan and deliver education programmes to help foster holistic learning and development for the children and be involved in parent and community engagement.

### JOB RESPONSIBILITIES

- Work within the child care centre's policies, philosophy and procedures
- Work under supervision of the Centre Leader to lead and mentor junior colleagues
- Work with programme staff to develop a holistic and developmentally appropriate early childhood curriculum
- Provide a safe and clean learning environment for the care and development of children in the centre
- Ensure that centre's service meet the needs of children and families

### REQUIREMENTS:

- Has at least 5 GCE "O" level credits including EL or MT.
- Has Diploma in Pre-school Teaching - Leadership (DPE-L)/ Diploma in Early Childhood Care and Education (DECCE), or its equivalent recognised by ECDA.
- Has been registered with ECDA and attained a L2 certification

### KNOWLEDGE AND SKILLS:

- Demonstrate good active communicative skills
  - Demonstrate effective leadership and supervisory skills
  - Adequate knowledge of current early childhood care and education development theories, research and practices
  - Ability to work well with children and families
  - Is familiar of government regulations, quality assurance framework (Child Care Act and Regulation, SPARK etc.)
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