

ANGLICAN PRESCHOOL SERVICES

1 Francis Thomas Drive, #02-05/06, S359340 | 6243 6643 | www.sjck.org.sg | www.littleseeds.edu.sg | Registration No. : 201543649Z

Infant Educarer (English/Chinese)

(5.5 days work week, 8.5 hours work day)

Description

An infant educarer in Anglican Preschool Services Ltd is a responsive and active professional, responsible for the care of a group of children aged 2 months – 18 months. The educarer creates a safe, playful and loving environment, “a home out of home” for children. This is done through a multi-pronged approach:

- Building trusting and proactive relationships with families
- Designing safe, clean and developmentally appropriate learning environments
- Applying effective and active communication and emotional competence skills

Each educarer works together with a partner or small group of English/Chinese infant educarers in the centre, with a strong focus on teamwork and professionalism.

The job covers the following areas:

1. Routine Care

- a. Perform all routine care tasks for caregiving of infants and toddlers according to infants' schedule
- b. Communicate centre schedules with families for greater understanding and to increase continuity and stability for infants
- c. Record all information required for infant routines, follow all health, safety, nutritional and hygiene standards
- d. Carry infant(s) in arms when they need comfort
- e. Speak with and to children whenever routine tasks are carried out – routines are a part of curriculum

2. Curriculum

- a. Show sensitivity to individual child's needs through respectful, responsive and reciprocal interactions
- b. Follow curriculum framework set but to plan for creative implementation of activities, flexibility in carrying out specific tasks
- c. Set up quality learning environments with materials that represent the learning taking place
- d. Document children's learning and development (individual portfolios)
- e. Collaborate with English/Chinese partner to carry out activities with children

3. Communication with Families

- a. Daily communication with caregiver – beyond routines, in order to build trusting relationships
- b. Receive feedback openly

4. Resource Management/Inventory

- a. Sort and pack centre's teaching and learning resources

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Requirements

- Shows deep respect for children – in thought, speech and action, always upholding professionalism
- Good active communication skills
- Preferably bilingual in English and Chinese languages
- Able to initiate connections with families and caregivers – living out Anglican Preschool Services Ltd core values
- Flexibility in tasks assigned and job deployment, works well in a team

Training & Development

Sponsorship may be provided for teachers pursuing Early Childhood qualifications.

Benefits

We offer a competitive salary and benefits package, supportive work environment, and opportunities for personal growth and career development.

Please send your resume to joinus@littleseeds.edu.sg. Thank you.

We apologise that only shortlisted candidates will be notified.