

e2i Early Childhood & Education Career Fair

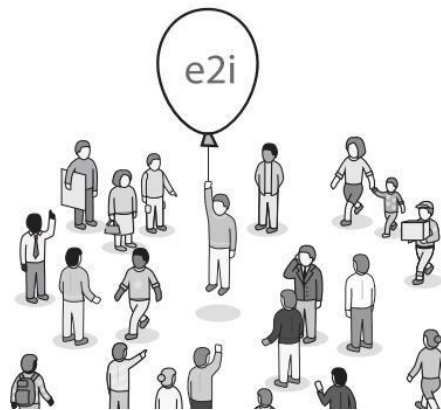
Fernvale Community Club Atrium

21 Sengkang West Ave,

Singapore 797650

17 – 18 May 2024

JOB LISTING BOOKLET



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

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#1 Babilou Family Singapore

Babilou Family Singapore is a subsidiary of Babilou Family Group, a France-incorporated Early Childhood organisation. Previously known as Nurture Education Group, we now operate under the new corporate name Babilou Family Singapore with 60 education learning centres islandwide. This includes preschool brands Kiddiwinkie Schoolhouse, Little Footprints, as well as student care brand Learning Leap.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Principal	<ul style="list-style-type: none"> • Must possess the Advanced Diploma in Early Childhood Centre Leadership (ADECL) • Degree in Early Childhood Education will be an advantage • Minimum 3 years of experience in teaching or managing a childcare/preschool • A team leader as well as a team player • Possess excellent written and communication skills • Proficient in Microsoft Office (Word/Excel/ PowerPoint) 	<ul style="list-style-type: none"> • Lead strategic direction and overall management of the centre. • Determine requirements that must be met regarding licensing, health and safety regulations from the start and local regulatory agencies. • Work closely with agencies to meet requirements. • Guide and monitor staff in teaching and planning for their individual professional development. • Mentor the teachers to facilitate collaborative approaches to learning, teaching and evaluation so as to raise performance standards and competencies. • Provide leadership for setting overall goals for the school as a basis for curriculum objectives. • Prepare budget and control budget expenditures and manage disbursement of cash for purchases. • Keep adequate records of income and expenditures. • Prepare weekly or monthly reports required for the respective departments and management. • Organise specific centre programs, initiatives and events. • Ensure that the needs of children and parents are met. • Handle centre administrative matters and enrolment. 	<ul style="list-style-type: none"> • 5.5-days work week • 7am to 7pm • Various Locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Preschool Educator (English Language) Preschool Educator (Chinese Language)	<ul style="list-style-type: none"> Min. 1 year in Early Childhood Sector/fresh graduates with Diploma in Early Childhood Education/Advanced Certificate in Early Years 	<ul style="list-style-type: none"> Plan, supervise and implement the programme for the class in accordance with centre's policies and framework. Prepare and implement the programs and age-appropriate teaching aids. Set up and create a stimulating and engaging pleasant learning environment that promotes learning. Keep accurate records of children's progress and address the children's educational and developmental needs individually. Complete progress reports on children for each semester and prepare a developmental portfolio for each child. Communicate with the parents by writing comments on the child's well-being, progress, etc. in the Parents-Teacher Communication Booklet. Check this Communication Booklet daily for messages, and/or comments from the parents. Build and maintain close partnership with parents. Responsible for all aspects of classroom management and carry out routine care duties to ensure safety and hygiene of the children. Work closely with the other teaching staff in the class in carrying out the duties. To undertake other related duties as and when assigned. 	<ul style="list-style-type: none"> 5.5-days work week 7am to 7pm Various Locations
Infant Educator	<ul style="list-style-type: none"> Certifications in Early Childhood Care & Education (HCIC/CIT/ACEY) Possess Fundamentals or Certificate in Preschool teaching First Aid Certification will be an advantage 	<ul style="list-style-type: none"> Plan, supervise and implement the programme for the class in accordance with centre's policies and framework. Carrying out routine care duties. Create an open, friendly, and cooperative atmosphere in which children and parents feel comfortable and secure. Responsible for the safety and hygiene of the children. 	<ul style="list-style-type: none"> 5.5-days work week 7am to 7pm Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in toddler care will be an advantage • Passionate in nurturing infants and toddlers • Possess excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • Provide experiences that promote individual expression through conversation, play, and creative interaction. • Complete progress reports and prepare a developmental portfolio for each child. • Ensure that parents receive adequate information about their child's progress at the centre. • Assist the child in coping with anxiety during the transition phase (separation from parents when placed into infant care school). 	
Trainee Educator	<ul style="list-style-type: none"> • Min. Secondary 2 education 	<ul style="list-style-type: none"> • The trainee educator will be placed under the place-and-train programme. 	<ul style="list-style-type: none"> • 5.5-days work week • 7am to 7pm • Various Locations
Assistant Early Years Educator	<ul style="list-style-type: none"> • Certifications in Early Childhood Care & Education (FECCE) • Possess Fundamentals or Certificate in Preschool teaching • First Aid Certification will be an advantage • Experience in toddler care will be an advantage • Passionate in nurturing infants and toddlers • Possess excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • To adhere to the individual centre's schedule and practices. • Conduct non-programme activities like storytelling, crafts, etc. • Assist Lead Teachers to prepare for lessons by getting materials ready or setting up equipment e.g. water play, etc. • Assist in supervising the children in class, between classes and toileting. • Assist in the lessons by working with individual students or small groups of students. For example, after the Lead Teacher presents a lesson, Assistant Teacher may help a small group of students as they try to master the material. • Supervise the children at play and assist with the daily basic routine care such as changing of diapers, showering the children, feeding the children, etc. • Adhere to Teaching Standards, Safety, Hygiene, Rules and 	<ul style="list-style-type: none"> • 5.5-days work week • 7am to 7pm • Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Regulations set by the centre and ECDA. <ul style="list-style-type: none"> • Provide all other support and assistance where necessary to ensure smooth operations. 	
Support Staff - Cleaner / Cook	<ul style="list-style-type: none"> • Experience in childcare settings will be advantageous • No minimum education required • Candidate who possess Food Handling certificate is an advantage (Not a must) • Punctual and Responsible • Able to commence work soon is preferred • Medical Benefits 	<ul style="list-style-type: none"> • Ensure cleanliness of the school at all times. • Assist and support actively when the cook is away. • Clean the classroom, toilets, common areas, office, reception, parents' area, windows, doors, window grilles, gates, shelves, cabinet, shoe racks, cubbies, children's tables and chairs, dining area. • Clear rubbish from classrooms/offices. • Assist in showering the children in the morning or washing of dishes in the afternoon. • Prepare simple meals when needed, especially working on Saturday. • Maintain cleanliness and neatness of the garden and outdoor play area (if applicable). 	<ul style="list-style-type: none"> • 5.5-days work week • 7am to 7pm • Various Locations

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#2 E-Bridge Pre-School

E-Bridge Pre-School, a member of EtonHouse International Education Group, offers an inquiry based programme that is engaging and addresses children's learning outcomes, encompassing skills, attitudes and knowledge across all domains of development. At E-Bridge Pre-School, children are respected as unique individuals and are offered meaningful learning experiences. The holistic inquiry-based curriculum develops each child into a confident lifelong learner with an inquiring mind, and is delivered in nurturing and thoughtfully designed learning environments. At E-Bridge, learning is a joyful and meaningful experience.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Centre Leader/ Deputy Centre Leader	<ul style="list-style-type: none"> At least 5 years working experience in a pre-school with at least 1 years in a leadership role. 	<ul style="list-style-type: none"> Provide leadership to teachers in quality early childhood curriculum design, development and implementation of teaching. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations
Preschool Educator (English)	<ul style="list-style-type: none"> Possess Diploma in Early Childhood Care & Education and at least 1 years teaching experience in a pre-school environment. 	<ul style="list-style-type: none"> Responsible for the execution of professional duties and responsibilities to meet the curriculum requirements of the school. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations
Preschool Educator (Mandarin)	<ul style="list-style-type: none"> Possess Diploma in Early Childhood Care & Education (Mandarin) and at least 1 years teaching experience in a pre-school environment. 	<ul style="list-style-type: none"> Responsible for taking care of young children (in collaboration with the Preschool Educator) and facilitating small group experiences to meet the curriculum requirements of the school. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations
Preschool Educator (Malay)	<ul style="list-style-type: none"> Excellent written and verbal communication skills in Malay Language (in order to conduct lessons & liaise with the Malay/Tamil speaking associates.) 	<ul style="list-style-type: none"> In collaboration with the Preschool Teacher, responsible to nurture and inculcate the love of languages to children and facilitate small group experiences to meet curriculum requirements in our schools. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Preschool Educator (Tamil)	<ul style="list-style-type: none"> Excellent written and verbal communication skills in Tamil Language (in order to conduct lessons & liaise with the Malay/Tamil speaking associates). 	<ul style="list-style-type: none"> In collaboration with the Preschool Teacher, responsible to nurture and inculcate the love of languages to children and facilitate small group experiences to meet curriculum requirements in our schools. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations
Beginning Preschool Educator	<ul style="list-style-type: none"> Possess Diploma or Degree in Early Childhood Care & Education from Singapore Polytechnic and ITE. 	<ul style="list-style-type: none"> Assist the Preschool Teacher in the management of class and facilitating the learning and growth of children. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations
Infant Educator	<ul style="list-style-type: none"> Obtained at least an Advanced Certificate in Early Years (ACEY) or Higher Certificate in Infant Care (HCIC) or Fundamentals Certificate in Early Childhood Care and Education or its equivalent with at least 2 years working experiences in childcare setting. 	<ul style="list-style-type: none"> Responsible for the care of infants and facilitating small group experiences to meet the curriculum requirements of the school. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations
Trainee Teacher	<ul style="list-style-type: none"> Untrained candidates passionate and inspired to be Early Childhood Educator can apply. The right candidate will be offered opportunities for sponsorship of higher ECCE courses. 	<ul style="list-style-type: none"> Responsive to the needs of young children. He/she creates a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday Various locations
Hygiene Helper	<ul style="list-style-type: none"> Possess WSQ Food Hygiene Certificate 	<ul style="list-style-type: none"> Responsible for maintaining cleanliness and hygiene in the school and preparing meals for children and centre staff in the absence of cook. 	<ul style="list-style-type: none"> 5.5-days work week 44 hours rotating shift from Monday to Saturday

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Various locations
Kitchen Helper	<ul style="list-style-type: none"> • Possess WSQ Food Hygiene Certificate 	<ul style="list-style-type: none"> • Responsible in assisting meals preparation in the school. 	<ul style="list-style-type: none"> • 5.5-days work week • 44 hours rotating shift from Monday to Saturday • Various locations
Cook	<ul style="list-style-type: none"> • Possess WSQ Food Hygiene Certificate 	<ul style="list-style-type: none"> • Responsible for cooking meals for children and centre staff. In charge of centre's weekly ordering & purchasing of food items, ensure food is stored and handled properly. 	<ul style="list-style-type: none"> • 5.5-days work week • 44 hours rotating shift from Monday to Saturday • Various locations

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#3 PCF Sparkletots

Since the 1960s, PAP Community Foundation (PCF) has been running kindergartens. As a Foundation, PCF has touched the lives of many young children in Singapore by providing them with a high quality pre-school education and inculcates in them a culture of life-long learning. It has more than 360 centres strategically located in the heartlands as well as suburban housing estates throughout the island, to serve the needs of the community.

At PCF, we are passionate about nurturing the lives of children and we make learning fun and engaging for them. Be part of our journey and make a difference!

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Teacher	<ul style="list-style-type: none"> Fundamentals in Early Childhood Care and Education Certificate 	<p>Key Responsibilities (to assist in all duties below):</p> <ul style="list-style-type: none"> The Assistant Teacher creates a secure and quality learning environment for children through fostering meaningful relationships with them. He/she supports the holistic development of children through implementing a developmentally and culturally appropriate curriculum, and nurturing trusting and respectful relationships with children. The Assistant Teacher is intentional in building partnerships with parents and families, and actively engages in centre initiatives to support its collaborative efforts with the community. He/she works closely with colleagues and contributes to a culture of collaboration and collegiality. As an early childhood educator, the Assistant Teacher engages in continuous learning and reflective practice. <p>Developing the Child Holistically</p> <p><u>Child Development</u></p> <ul style="list-style-type: none"> Apply understanding of how children (birth to age 8) learn and develop (Beginning Pre-school Teacher) <p><u>Curriculum & Pedagogy</u></p> <ul style="list-style-type: none"> Evaluate teaching and learning approaches aligned to Curriculum Frameworks 	<ul style="list-style-type: none"> 5.5-days work week Rotating shifts Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Apply classroom management strategies, and strategies to observe and document children’s learning • Inculcate the core values of early childhood education through classroom activities and programmes (Beginning Pre-school Teacher) <p><u>Learning Environment</u></p> <ul style="list-style-type: none"> • Set up quality learning environments (Beginning Preschool Teacher) • Interactions & Relationships • Foster trusting, respectful relationships with children through positive interactions with them • Guide the development and enhancement of self-awareness, self-regulation, social awareness and confidence in children <p><u>Health, Safety & Nutrition</u></p> <ul style="list-style-type: none"> • Adhere to health, safety, nutritional and hygiene standards and procedures (Beginning Pre-school Teacher) <p>Collaborating with Families and Community</p> <p><u>Family & Community Partnerships</u></p> <ul style="list-style-type: none"> • Establish home-centre partnerships (Beginning Pre-school Teacher) • Engage in collaborative projects with community stakeholders (Beginning Pre-school Teacher) <p>Building Professional Capacity</p> <p><u>Professional Mastery</u></p> <ul style="list-style-type: none"> • Engage in continuous learning and reflective practice (Beginning Pre-school Teacher) <p><u>Professional Values & Ethics</u></p> <ul style="list-style-type: none"> • Demonstrate ethical behaviour and professionalism (Beginning Pre-school Teacher) <p>Building Organisational Capacity</p> <p><u>Teamwork & Collaboration</u></p>	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Collaborate with colleagues to foster positive workplace relations (Beginning Pre-school Teacher) Engage in centre initiatives and programmes <p><u>Visioning & Planning</u></p> <ul style="list-style-type: none"> Demonstrate understanding of the centre’s vision, mission and values (Beginning Pre-school Teacher) 	
<p>Teacher</p>	<ul style="list-style-type: none"> Diploma in Early Childhood Care and Education – Teaching (DECCE-T) or equivalent 	<ul style="list-style-type: none"> Create a secure and quality learning environment for children through fostering meaningful relationships with them. Supports the holistic development of children by implementing a developmentally and culturally appropriate curricula, and nurturing trusting and respectful relationships with the children. Builds partnerships with parents and families, and actively engages in Centre initiatives to support its collaborative efforts with the community. Works closely with colleagues and contributes to a culture of collaboration and collegiality. Participates in professional development and service quality improvement activities. <p><u>Critical Work Functions and Key Tasks</u> Plan and Implement Curriculum and Programmes:</p> <ul style="list-style-type: none"> Implement developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks. Conduct learning needs assessment. Engage children meaningfully in accordance with the curriculum and pedagogical frameworks. Implement classroom management strategies. Enhance the learning environment with developmentally appropriate learning materials and resources. 	<ul style="list-style-type: none"> 5.5-days work week Rotating shifts Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Apply the health, safety, nutritional and hygiene practices in accordance with standards and procedures. • Document children's learning and development. <p>Build Stakeholder Relationships and Partnerships:</p> <ul style="list-style-type: none"> • Build rapport with colleagues in accordance with the Centre's strategies and policies to foster positive workplace relations. • Collaborate with families to ensure continuity of care and learning between the home and the Centre. <p>Manage Family and Community Programmes:</p> <ul style="list-style-type: none"> • Execute outreach activities to promote the Centre programmes and services. • Execute collaborative projects with families and community stakeholders. • Propose areas for improvements for family and community initiatives and programmes. <p>Conduct Routine Caregiving:</p> <ul style="list-style-type: none"> • Conduct caregiving assessment. • Provide caregiving in accordance with standards and procedures. • Identify areas for improvements in caregiving routines. <p>Uplift Professional Practice:</p> <ul style="list-style-type: none"> • Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools. • Identify areas for improvements for professional practice. • Participate in professional development and service quality improvement activities. • Demonstrate behaviour that is aligned with the Centre's vision, mission and values. 	
Educarer	<ul style="list-style-type: none"> • Higher Certificate in Infant Care (HCIC) / Advanced 	<u>Age group of children: 2 months - 36 months old</u>	<ul style="list-style-type: none"> • 5.5-days work week

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Certificate in Early Years (ACEY) / Advanced Certificate in Early Childhood Care and Education (ACECCE)</p>	<ul style="list-style-type: none"> • Responsive to the needs of young children. • Creates a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them. • Creates a quality learning environment by implementing developmentally appropriate curricula and programmes through the observation and assessment of the children's needs and developmental milestones. • Provide a holistic development for the children and forges trusting and respectful relationships and partnerships with families. • Actively carries out the Centre's initiatives and supports its collaborative efforts with the community. • Engages in continuous learning and development. <p><u>Critical Work Functions and Key Tasks</u> Plan and Implement Curriculum and Programmes:</p> <ul style="list-style-type: none"> • Implement developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks. • Enhance the quality of learning environment with developmentally appropriate learning materials and resources. • Document children's learning and development. • Implement classroom management strategies. • Apply the health, safety, nutritional and hygiene practices in accordance with standards and procedures. <p>Build Stakeholder Relationships and Partnerships:</p> <ul style="list-style-type: none"> • Build rapport with colleagues in accordance with the Centre's strategies and policies to foster positive workplace relations. 	<ul style="list-style-type: none"> • Rotating shifts • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Engage with families to facilitate the continuity of care and learning between home and Centre. • Coordinate activities between home and Centre. • Collaborate with families and caregivers to enhance the Centre’s programmes and services. <p>Manage Family and Community Programmes:</p> <ul style="list-style-type: none"> • Implement collaborative projects, initiatives and programmes with families and community stakeholders. • Implement outreach activities to promote Centre programmes and services. • Identify areas of improvements for family and community initiatives and programmes <p>Conduct Routine Caregiving:</p> <ul style="list-style-type: none"> • Conduct routine caregiving assessment. • Provide routine caregiving practices in accordance with standards and procedures. • Identify areas for improvements for routine caregiving. <p>Uplift Professional Practice:</p> <ul style="list-style-type: none"> • Demonstrate behaviour that is aligned with the Centre's vision, mission and values. • Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools. • Identify areas for personal development to improve work performance. • Participate in professional development and service quality improvement activities. • Identify new teaching and learning approaches based on observations. 	
Cleaner	<ul style="list-style-type: none"> • No formal education 	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Operate vacuum cleaners to clean floor, work areas and machinery. • Sweep, mop and scrub the floors. 	<ul style="list-style-type: none"> • 5.5-days work week • Rotating shifts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Shampoo carpets and rugs. • Clean walls and windows. • Remove graffiti. • Empty and clean waste containers. • Clean and disinfect laundry, toilet and bathroom. • Maintain the cleanliness of the office and reception area. • Disinfect premises, furniture, equipment and toys if centre has to be closed. 	<ul style="list-style-type: none"> • Various locations
Cook	<ul style="list-style-type: none"> • No formal education 	<ul style="list-style-type: none"> • Key Responsibilities: • Prepare daily menu for all meals consumed by the children and staff in the centre. • Strive to ensure food served to children are balanced and met the dietary guidelines for children and youth as recommended by the Singapore Health Promotion Board. • Purchase ingredients used in daily cooking. • Ensure that the food is prepared in a clean and hygienic way. • Ensure meals served are on time. • Ensure that kitchen/cooking area are well cleaned after cooking. • Maintain the cleanliness of the centre during the absence of the Centre Attendant (Cleaner). 	<ul style="list-style-type: none"> • 5.5-days work week • Rotating shifts • Various locations

#4 SDM Education Group

SDM Education Group is one of the Group's current diversified operation in the development of Preschools under the SDM Education Group Holdings from Hong Kong, which specialises in children's dance academies. Our vision is to be a preferred Group for Quality Early Childhood Care and Education where children get the best out of their Early Years!

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Preschool Educator	<ul style="list-style-type: none"> Responsible, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> Equip children with life skills and cultivating values that will prepare them for primary school and beyond. Be responsive to the needs of young children and collaborates with other Educators Create a safe and nurturing environment through creative and engaging activities. Gain the trust and respect of her young charges in the classroom. Provide a holistic development for the children, partakes in activities that forges trusting and respectful relationships and partnerships with families. Provide support by actively assisting to carry out the Centre's initiatives and supports its collaborative efforts with the community. 	<ul style="list-style-type: none"> 5-day work week Timing varies (8 hours) Various Locations
Infant Educator	<ul style="list-style-type: none"> Responsible, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> Be attuned and responsive to the needs of kids between 2 months and 3 years of age, Responsible for creating a safe, playful and welcoming environment for the young ones. Develops trusting relationships with the little ones' parents and family members. Adopt innovative and nurturing teaching approaches to help the young ones discover their potential. 	<ul style="list-style-type: none"> 5-day work week Timing varies (8 hours) Various Locations
Trainee / Assistant Teachers	<ul style="list-style-type: none"> Responsible, Passion, Patience and Love for Children Minimum 3 O-Level Credits Open to Mid Career Switchers 	<ul style="list-style-type: none"> Be responsive to the needs of young children and collaborates with other Educators Create a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them. 	<ul style="list-style-type: none"> 5-day work week Timing varies (8 hours) Various Locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Assists other Educators to create a quality learning environment by implementing developmentally appropriate curricula and programmes through the observation and assessment of the children's needs and developmental milestones.• Provide a holistic development for the children, partakes in activities that forges trusting and respectful relationships and partnerships with families.• Provide support by actively assisting to carry out the Centre's initiatives and supports its collaborative efforts with the community.	

#5 SPD

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs.

Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
EIPIC Teacher (Early Intervention for Infants & Children)	<ul style="list-style-type: none"> • Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with relevant teaching experience. • Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred. • Good communication and interpersonal skills. • Experienced in working with young children using English as a medium of instruction. 	<ul style="list-style-type: none"> • Assess the developmental needs of the children and plan Individual Educational Programme (IEP) and Progress Report (PR) to address the needs of the children in the assigned classes. • Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs). • Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons. • Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visits, centre visit, discharge and Special Education (SPED) application. • Conduct individual and group activities (including field trips) for the children. • Conduct home visits and centre visits along with other staff members of the professional team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/ sessions whenever necessary and share 	<ul style="list-style-type: none"> • 5-days work week • 8.00am to 5.30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>responsibilities on all matters pertaining to the assigned classes.</p> <ul style="list-style-type: none"> • To monitor attendance of children and ensure proper health check and temperature taking of the children. • To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/AHPs. • To guide Assistant Teachers/Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/AHPs. • To guide parents and caregivers in executing intervention and development strategies for the children. • To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails. • To report any accident or injury that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book. • To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programme. • To be involved in networking with other community organisations. • To participate in events organised/supported by SPD or research projects as assigned. • As assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
EIPIC Assistant Teacher (Early Intervention for Infants & Children)	<ul style="list-style-type: none"> • Full GCE 'A' Level/ Polytechnic Diploma/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care & Education/ At least 5 'O' Level incl. EL1 or Higher NITEC in Early Childhood • Good communication and inter-personal skills • Ability to work as team player. 	<ul style="list-style-type: none"> • Assist with developing the Individual Educational Programme (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes. • Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance. • Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs). • Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centred approach. • Observe and document the development and progress of children using behaviours descriptors (BDs). Reporting is necessary for home visits, centre visit, discharge and Special Education (SPED) application. • Co-conduct Routine-Based Conversation during home visits and centre visits with the Trans-D team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS. 	<ul style="list-style-type: none"> • 5-days work week • 8.00am to 5.30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • To maintain regular and consistent communication with parents and caregivers through the various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails. • To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book. • Ensures compliance of established policies and procedures set within the programme. • Be responsible for and liaise with the Director, Manager and other senior staff in all matters pertaining to administration. • Engages in administrative duties relevant to departmental works. • Maintains inventory of the equipment and resource materials for the programme. • As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD. 	
<p>Administrative Executive</p>	<ul style="list-style-type: none"> • Degree/Diploma holder or relevant knowledge and at least 2 years' experience of administrative roles • Excellent interpersonal and communication skills • Strong analytical and problem solving skills • Diligent and organised with ability to multi-task while paying close attention to details and prioritizing to meet deadlines. • Sensitivity to confidential matters may be required. 	<ul style="list-style-type: none"> • Assist the Centre Manager and other key staff in overseeing the administration and ensuring the smooth operation of Continuing Therapy Programme (CTP). • Manage the general administration of the programme in the areas of database management and financial management. • Ensure timely and accurate reporting of all yearly reports and musters to internal and external stakeholders. • Respond through email/phone/meetings to the various stakeholders' queries regarding administrative processes. • Prepare or assist with the preparation of scheduled and/ad-hoc reports pertaining to the programme. 	<ul style="list-style-type: none"> • 5-days work week • 8.00am to 5.30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist in the implementation of established operational policies and procedures within the programmes. • Assist in periodical revision of administrative processes (SOP) when necessary. • Assist in maintaining the documentation needed to support the CARF accreditation. • Assist the Centre Manager in maximising the clients' schedule to ensure the efficient usage of the slots. • Assist to consolidate data and do simple reports on trends to support the Manager in the long-term planning of the programme. • Provide guidance to the Administrative Assistant to ensure smooth running of operations in the programme, if applicable. • To provide coverage for other Admin Executive / Assistant's duties as and when needed, so as to ensure the smooth running of all programmes in Children Services at all times. • Interact with caregivers face-to-face, on the phone, and through email on a regular basis and manage each case in the best interests of the programme and the client. Ensure periodic updates of caregiver / client information in relevant databases. • Understand caregiver's needs, provide relevant information and address caregiver's queries in a professional and friendly manner. • Serve as the point of direct administrative contact and liaise with external institutions such as KKH, NCSS, SSAs, when needed. • Participate in Quality Improvement (QI) projects and workgroups in the programme, where needed. • Assist the Centre Manager in providing information (policies and procedures, etc.) to new staff (interns, volunteers) in the programme. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> As may be assigned from time to time by Centre Manager, Assistant Director or Director, Children Services. 	
Speech Therapist	<ul style="list-style-type: none"> Masters or Degree in Speech Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore. Good communication and interpersonal skills. Fluency in local languages will be an advantage At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. Conduct individual or group therapy to ensure client outcomes. Participate in public education/outreach to build an inclusive society. Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organisations. Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> 5-days work week 8.00am to 5.30pm Various locations
Occupational Therapist	<ul style="list-style-type: none"> Masters or Degree in Occupational Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore. Good communication and interpersonal skills. At least 5 years of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist. 	<ul style="list-style-type: none"> Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. Conduct individual or group therapy to ensure client outcomes. Participate in public education/outreach to build an inclusive society. Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organisations. Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> 5-days work week 8.00am to 5.30pm Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in management and multi-agency collaboration will be an advantage. 		
Physiotherapist	<ul style="list-style-type: none"> • Masters or Degree in Physiotherapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. • Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> • Provide a wide range of services to our partners in the community sector. • Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided. • Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients. • Involved in conducting public education/outreach in certain programmes. • Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organisations. • Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> • 5-days work week • 8.00am to 5.30pm • Various locations
Social Worker	<ul style="list-style-type: none"> • Degree or Postgraduate Diploma in Social Work or Counselling. • Relevant experience in the fields of Early Intervention/Special Education or social services is preferred. • Professionals that are accredited as a social worker/social service practitioner (RSW/RSSP) with SASW are preferred. • Good communication and interpersonal skills. • Patient, positive and passionate about working with children with special needs and their families. • Works effectively both as an individual and as part of a trans-disciplinary team. 	<ul style="list-style-type: none"> • Establish rapport and build professional relationships with client and caregivers. • Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and basic counselling services to help clients and caregivers. • Plan, organise and lead the caregiver's orientation programmes for new enrolments in the programme. • Conduct and administer appropriate financial assessment and assistance. • Provide appropriate intervention and supportive counselling to the families of children attending early intervention. 	<ul style="list-style-type: none"> • 5-days work week • 8.00am to 5.30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Participate actively in case discussions and case conferences within a trans-disciplinary setting. • Work closely with other Early Intervention (EI) professionals to come up with a holistic family-centered intervention plan. • Conduct home and school visits with other early intervention professionals whenever necessary. • Prepare case history information, psychosocial assessment, social work intervention plans. • Plan, organise and lead transition planning briefings and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education. • Document and maintain case files and prepare reports according to the required documentation standard. • Conduct referral and closure of cases upon achieving sustainable service outcome for clients. • Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals. • Plan and conduct caregiver and parent support group programmes. • Plan and conduct orientation programmes for new entrants and transition briefings for graduates. • Lead or participate in collaborations efforts with external stakeholders such as preschools, SPED, primary schools and community partners. • Participate in developmental programs and supervision for personal and professional growth & development in accordance with the National Social Work Competency Framework (NSWCF). • Network with other professionals in the EI and disability sector. • Maintain minimum requirements for accreditation and renewal 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		membership with relevant professional associations.	
Social Work Associate	<ul style="list-style-type: none"> • A recognised Diploma in Social Work (Social Sciences) or WSQ Diploma in Social Service • Possesses good communication and interpersonal skills • Good working knowledge of word processes and computer skills • A good team player • Those with prior experience will be an added advantage 	<ul style="list-style-type: none"> • Assist in providing interventions and programmes, performing community development work and uplifting the professional practice in social work. • Coordinate casework, group work and community development activities and programmes, supporting community events and performing administrative functions. • Perform stakeholder engagement and partnerships • Participate in social work practice across disciplines • Support in building rapport and professional relationships with clients and significant other • Conduct casework • Provide Information and Referral services • Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc. • Provide support to Social Workers on case and care planning and interventions • Conduct and prepare social report to apply for financial aids and apply necessary financial schemes to help clients • Prepare case notes and documents 	<ul style="list-style-type: none"> • 5-days work week • 8.00am to 5.30pm • Various locations
Psychologist	<ul style="list-style-type: none"> • At least a recognised Master's degree in Educational or Clinical Psychology. • Preferably, the psychologist should be registered, or eligible in the near future for registration, with the Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore). 	<ul style="list-style-type: none"> • Organise and undertake psycho-educational assessment of clients as appropriate. • Develop and implement appropriate intervention strategies to address clients' developmental/ learning/emotional/ behavioural issues. • Participate in admissions screening of EIPIC applicants. • Support clients throughout the EIPIC continuum, including out-of-centre placements. 	<ul style="list-style-type: none"> • 5-days work week • 8.00am to 5.30pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication and interpersonal skills with demonstrated ability to build relationships. • Good organisation and planning skills. 	<ul style="list-style-type: none"> • Provide consultation to support stakeholders (e.g., family and staff) in management of clients' developmental/ learning/emotional/ behavioural issues. • Support teachers in developing/implementing/monitoring clients' IEPs. • Conduct Psychological Assessments for Special School Placements • Maintain up-to-date records of psychologist's assessment/intervention with clients, and consultation with families/staff/other stakeholders. • Work closely with other EIPIC staff and clients' parents/caregivers. • Conduct training for SPD staff, parents/caregivers on appropriate topics, as needed. • Submit reports, logs and assessment reports, etc., as required. 	

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#6 Sunflower Childcare Group

Sunflower Childcare Group Pte Ltd is a provider of early childhood program with an emphasis on developing the child's multiple intelligences. We believe that in every child lies a potential to do great things and Sunflower's Mission is to nurture every child and give them a head start in life.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Infant Educator	<ul style="list-style-type: none"> Minimum Higher Certificate in Infant Care (HCIC), Advanced Certificate in Early Years (ACEY), Certificate in Infant and Toddler Care and Development with Early Years Development Framework (CITC+EYDF) or its equivalent 	<ul style="list-style-type: none"> To deliver age-appropriate lessons to children according to HQ Curriculum Framework. To create and set up a safe, conducive and engaging environment. To evaluate and document infants' progress development and address individual infant's developmental needs. To work closely with Centre Manager on daily operational matters. To adhere to teaching standards and safety regulations as established by the official source. 	<ul style="list-style-type: none"> 5.25-days work week 44 hours/week Various locations
Preschool Educator	<ul style="list-style-type: none"> Minimum Diploma in Preschool Education - Teaching or equivalent 	<ul style="list-style-type: none"> To deliver age-appropriate lessons to children according to HQ Curriculum Framework. To create and set up a safe, conducive and engaging environment. To evaluate and document children's progress development and address individual child's developmental needs. To work closely with Centre Manager on daily operational matters. To adhere to teaching standards and safety regulations as established by the official source. 	<ul style="list-style-type: none"> 5.25-days work week 44 hours/week Various locations
Programme Helper	<ul style="list-style-type: none"> Minimum Secondary 2 	<ul style="list-style-type: none"> Assist the Teacher in preparing for the lessons. Assist the Teacher to monitor and supervise the children in the classroom, on field trips, mealtimes and other activities; or may monitor the class when Teacher is otherwise occupied. Assist children with toileting or other needs. 	<ul style="list-style-type: none"> 5.25-days work week 44 hours/week Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning and Kitchen Crew	<ul style="list-style-type: none"> • Minimum Secondary 2 	<ul style="list-style-type: none"> • To be responsible for the overall cleanliness of the Childcare Centre. • To follow the centre's protocol of cleaning methods, procedures and standards in accordance with ECDA and NEA requirements. 	<ul style="list-style-type: none"> • 5.25-days work week • 44 hours/week • Various locations

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#6 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>



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You can also reach them at the following centres (By appointment only):

