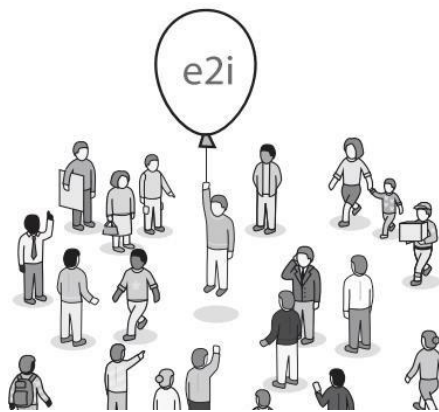


7 Oaks Preschool Career Fair

Blk 115A, Jalan Ayer, #01-03,
Singapore 382115

11 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 Oaks Plus Limited

Over the past four decades, PPIS Child Development Centres, now known as 7oaks Preschool, has grown and evolved to meet the needs of our community. We have expanded our capacity to nine centre, significantly increased our enrolment, become a Partner Operator (POP) with the Early Childhood Development Agency (ECDA), and attained SPARK certification - a recognition of quality in teaching, learning and management processes. We are also progressively transitioning our classroom environment to a Reggio-inspired classroom, which encourages children to be active learners and problem-solvers.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Infant Educator	<ul style="list-style-type: none"> Has Certificate in Infant and Toddler Care and Development (CIT) / Higher Certificate in Infant Care Has registered with ECDA and attained the EY1 certification 	<p>Plan Curriculum and Programmes:</p> <ul style="list-style-type: none"> Plan developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks. Design quality learning environment with developmentally appropriate learning materials and resources. Evaluate documentations of children's learning and development to better inform planning and teaching. Refine classroom management strategies. Comply with government regulations, quality assurance framework. <p>Child Care Act and Regulations:</p> <ul style="list-style-type: none"> SPARK QRS (0-6) years <p>Build Stakeholder Relationships and Partnerships:</p> <ul style="list-style-type: none"> Promote Centre's vision, mission and values. Foster relationships with families to facilitate the continuity of care and learning between home and school. Coordinate activities with families and community stakeholders. Engage families, caregivers, community stakeholders and volunteers to develop programmes and services. 	<ul style="list-style-type: none"> 5-days work week 42hrs per week Singapore 328115

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Manage Family and Community Collaboration:</p> <ul style="list-style-type: none"> • Develop Centre, family and community initiatives and programmes. • Develop outreach activities to promote Centre programmes and services. • Evaluate family and community initiatives and programmes for improvements. <p>Conduct Routine and Caregiving:</p> <ul style="list-style-type: none"> • Review results of routine care-giving assessment • Guide routine care-giving practices in accordance with standards and procedures. • Evaluate routine care-giving improvements. <p>Uplift Professional Practice:</p> <ul style="list-style-type: none"> • Co-develop appropriate teaching, learning and caregiving methods, tools, and technologies based on emerging sector trends. • Identify areas for improvement and new skills set to enhance work performance. • Develop new teaching and learning approaches. • Any other duties that may be assigned from time to time. 	
<p>Early Years Educator</p>	<ul style="list-style-type: none"> • Has Advanced Certificate in Early Years (ACEY) • Has registered with ECDA and attained the EY2 certification 	<p>Plan Curriculum and Programmes:</p> <ul style="list-style-type: none"> • Plan developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks. • Design quality learning environment with developmentally appropriate learning materials and resources. • Evaluate documentations of children's learning and development to better inform planning and teaching. 	<ul style="list-style-type: none"> • 5-days work week • 42hrs per week • Singapore 382115

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Refine classroom management strategies. • Comply with government regulations, quality assurance framework. <p>Child Care Act and Regulations:</p> <ul style="list-style-type: none"> • SPARK QRS (0-6) years <p>Build Stakeholder Relationships and Partnerships:</p> <ul style="list-style-type: none"> • Promote the Centre’s vision, mission and values. • Foster relationships with families to facilitate the continuity of care and learning between home and school. • Coordinate activities with families and community stakeholders. • Engage families, caregivers, community stakeholders and volunteers to develop programmes and services. <p>Manage Family and Community Collaboration:</p> <ul style="list-style-type: none"> • Develop Centre, family and community initiatives and programmes. • Develop outreach activities to promote the Centre programmes and services. • Evaluate family and community initiatives and programmes for improvements. <p>Conduct Routine and Caregiving:</p> <ul style="list-style-type: none"> • Review results of routine care-giving assessment • Guide routine care-giving practices in accordance with standards and procedures. • Evaluate routine care-giving improvements. <p>Uplift Professional Practice:</p> <ul style="list-style-type: none"> • Co-develop appropriate teaching, learning and caregiving methods, tools, and 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>technologies based on emerging sector trends.</p> <ul style="list-style-type: none"> • Identify areas for improvement and new skills set to enhance work performance. • Develop new teaching and learning approaches. • Any other duties that may be assigned from time to time. 	
<p>Preschool Educator</p>	<ul style="list-style-type: none"> • Diploma in Pre-school Education – Teaching (DPE-T) / Diploma in Early Childhood Care and Education (DECCE-T), or its equivalent recognized by ECDA • Has been registered with ECDA and attained a L2 certification 	<p>Management, Administration and Leadership:</p> <ul style="list-style-type: none"> • Work under supervision of the Centre Leader within the childcare centre’s policies, philosophy and procedures to meet the needs of children and families. • Assist Centre Leader in leading and mentoring junior colleagues. <p>Child Development:</p> <ul style="list-style-type: none"> • Apply child development knowledge to promote and support children’s learning and holistic development specific to individual needs. <p>Learning Environments and Curriculum:</p> <ul style="list-style-type: none"> • Lead and manage a class of her own. • Deliver lessons based on prescribed lesson plans. • Propose relevant resources and materials for her own class. • Conducts classroom sharing experiences with peers. • Plan and implement a child-centered intentional programme based on a cyclical process of observation, documentation, and evaluation to facilitate children’s learning needs and interest in areas such as: <ul style="list-style-type: none"> - Environmental Design (Materials & Equipment) - Schedules and Care Routines 	<ul style="list-style-type: none"> • 5-days work week • 42hrs per week • Singapore 382115

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		<ul style="list-style-type: none"> - Strategies to support learning and development - The intentional programme and curriculum - Observation and assessment - Supporting children’s emotional development and positive relationship <p>Family and Community Engagement:</p> <ul style="list-style-type: none"> • Build strong partnerships with families by communicating and sharing information and resources to facilitate the continuity of learning between centre, homes and the wider community. • Comply with government regulations, quality assurance framework. <p>Child Care Act and Regulation:</p> <ul style="list-style-type: none"> • SPARK QRS 0-6 <p>Mentorship:</p> <ul style="list-style-type: none"> • Serve as role model, acclimatize new teachers to a new school, and advise about instruction, curriculum, procedure, and practices. • Provide support in specific areas of teaching practices and pedagogies for existing teachers who are/will be working with a new age group (e.g. role modeling, teaching, and classroom strategies) • Engage teachers in reflective practices and/or learning, where applicable. • Promote greater collaboration with colleagues so as to increase capacity and capability for professional development and growth. • Review and revisit current mentorship framework in consultation with Centre Leader. <ul style="list-style-type: none"> • Any other duties that may be assigned from time to time. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Management & Administration Work under supervision of the Centre Leader within the childcare centre's policies, philosophy and procedures to meet the needs of children and families Child Development. • Apply child development knowledge to promote and support children's learning and holistic development specific to individual needs. • Learning Environments and Curriculum Lead and manage a class of her own Deliver lessons based on prescribed lesson plans Propose for relevant resources and materials for her own class. 	
(Career Trial/CCP) Program Helper	<ul style="list-style-type: none"> • Singapore Citizen or Permanent Resident aged 21 years and above at the point of application (as of birth date); Must not be in the same job role prior to joining the CCP • A credit in GCE O-level English (EL1); OR • An English Language Acceptable Alternatives (ELAA), e.g. a minimum band 6.5 in IELTS (Academic); OR • An average of SOA 5 in the Workplace Literacy (WPL) Comprehensive Series, consisting of Reading, Listening, Speaking and Writing with at least an SOA 5 for the Writing component. 	<p>The main responsibility is to support class teachers in the care and development of children at the child development centres. He or She assists teachers when conducting lessons and other classroom activities. The assistant teacher assists in coaching individual children who may be physically or educationally challenged, and work with small groups of children, with the teacher's direction.</p> <p>Responsibilities: Child Development:</p> <ul style="list-style-type: none"> • Applies child development knowledge to promote and support children's learning and holistic development specific to individual needs. <p>Learning Environments and Curriculum:</p> <ul style="list-style-type: none"> • Assists teacher in preparing and presenting lessons plans materials or programmes to children in a one-to-one or group setting. • Assists in monitoring and supervising the children in the 	<ul style="list-style-type: none"> • 5-days work week • 42hrs per week • Singapore 382115

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		<p>classroom, on field trips, mealtimes and other activities.</p> <ul style="list-style-type: none"> Assists in monitoring the class when the teacher is occupied. Assists children in routine and transition. <p>Family Engagement:</p> <ul style="list-style-type: none"> Ability to interact and speak effectively with peers, children and parents in an open friendly business-like manner. <p>Administration:</p> <ul style="list-style-type: none"> Assists to make quick, responsible decisions regarding children's welfare and safety, including counselling them regarding conduct and self-discipline. Provide administrative support for class record keeping and updating portfolio and communication book as required. Ability to read and understand documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Any other duties that may be assigned from time to time. 	
Principal	<ul style="list-style-type: none"> Minimum of a diploma in Early Childhood Care & Education (Leadership), or its equivalent A recognised certificate in infant care and/or a degree in Early Childhood Education from an approved institution will be advantageous (Note: Required if centre offers infant care) 	<p>Responsibilities:</p> <p>Financial & Facilities Management:</p> <ul style="list-style-type: none"> Accountable for the financial accounting and budgetary control of a centre's funds and the management and maintenance of centre facilities for safe and optimal utilization. <p>Regulations, Policies and Quality Standards:</p> <ul style="list-style-type: none"> Addresses the regulatory compliance to national frameworks accreditation and licensing standards, centre policies, programmes and 	<ul style="list-style-type: none"> 5-days work week 42hrs per week Singapore 470709

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum 3 years of experience working as a centre leader in a preschool • High EQ, matured, exemplary leadership and management skills are essential; • Good interpersonal skills • Excellent written and verbal communication skills • Well versed with the SPARK 0 to 6 years framework, licensing regulations, Early Years Development and Nurturing Early Learners framework 	<p>curriculum to provide services that meet or exceed standards of practice for children and families.</p> <p>Organisational Management and Continuous Programme Improvement:</p> <ul style="list-style-type: none"> • Encompasses the knowledge, organizational skills and leadership qualities to develop and implement policies and programmes of high quality and standards. <p>Human Resource Management:</p> <ul style="list-style-type: none"> • Responsible for addressing the principles of organizational culture and management procedures in ensuring a high level of staff quality and opportunities for professional development. <p>Personal and Professional interactions:</p> <ul style="list-style-type: none"> • Ensuring effective and open communication channels for the exchange of information, ideas and sharing to build strong professional relationships and uphold ethical, and professional practice. <p>Leadership, Team Building and Professional Development:</p> <ul style="list-style-type: none"> • Encompasses the commitment to the overall vision of high-quality care and education services through modelling and leading professional development, cultivating and motivating self and others to work collaboratively in teams and across disciplines and interest groups to form communities of practice. • Any other duties that may be assigned from time to time. 	

#2 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.



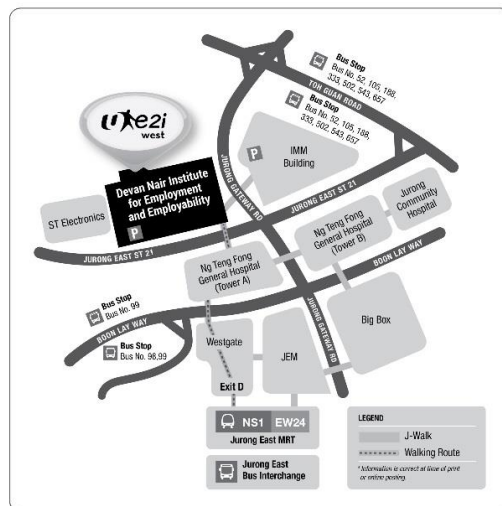
<https://e2i.com.sg/app>

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

e2i west

Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

Operating Hours: Monday till Friday: 9am to 5pm
 Saturday: 9am to 1pm
 Sunday & Public Holiday: Closed



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(e.g. Analysts, Engineers, Executives, Technicians etc)

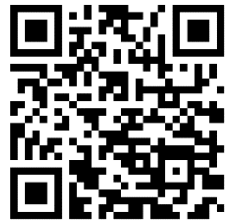
<https://bit.ly/jsc-ja-pmet>



Subscribe to **Non-PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>



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