SKILLS FRAMEWORK FOR EARLY CHILDHOOD
SKILLS MAP - BEGINNING INFANT EDUCATOR

Sector	Early Childhood
Track	Early Childhood Development
Occupation	Infant Educator
Job Role	**Beginning Infant Educator**
Job Role Description	The Beginning Infant Educator builds relationships with infants and toddlers and looks out for their developmental needs and milestones so as to be able to respond to their needs appropriately. He/She contributes to the creation of a secure environment for infants and toddlers through nurturing respectful, responsive and reciprocal relationships. He/She executes the required curricula and programmes, and creates a quality learning environment. To provide holistic care for infants and toddlers, the Beginning Infant Educator establishes relationships and partnerships with different stakeholders. He/She also engages in professional development and reflective practice, under the guidance of his/her leaders.

	Critical Work Functions	**Key Tasks**
Critical Work Functions and Key Tasks	Plan and implement curriculum and programmes	Implement routine caregiving approaches and learning materials aligned to the Early Years Development Framework
		Create developmentally appropriate quality learning environments under the guidance of leaders
		Document children's learning and development
		Apply strategies to build respectful, responsive and reciprocal relationships with infants and toddlers
		Apply the health, safety, nutritional and hygiene practices in accordance with standards and procedures
		Implement developmentally appropriate activities in the infant care setting
	Build stakeholder relationships and partnerships	Build rapport with colleagues in accordance with Centre's strategies and policies to foster positive workplace relations
		Contribute to establishment of relationships with families to facilitate the continuity of care and learning between families and Centre
		Support the coordination of activities between home and Centre
		Support the collaboration with families and community stakeholders to enhance programmes and services
	Manage family and community programmes	Collaborate with colleagues to execute outreach activities to promote Centre programmes and services
		Collaborate with colleagues to execute collaborative projects with families and community stakeholders
		Collaborate with colleagues to evaluate family and community initiatives and programmes for improvements
	Conduct routine caregiving	Conduct caregiving assessment under the guidance of the Senior Infant Educator
		Provide routine caregiving practices in accordance to standards and procedures
		Provide inputs on areas for improvements for routine caregiving based on observations
	Uplift professional practice	Demonstrate behaviour that is aligned with the Centre's vision, mission and values
		Contribute to the development of appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools
		Identify areas for improvement to enhance work performance

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		Participate in professional development and service quality improvement activities
		Provide inputs for potential new teaching and caregiving approaches based on observations

	Technical Skills and Competencies		Critical Core Skills (Top 5)	
Skills and Competencies	Child Development Assessment	Level 3	Adaptability	Basic
	Child Observation	Level 2	Collaboration	Basic
	Child Safety and Protection	Level 2	Communication	Basic
	Classroom Management and Guidance of Children's Behaviour	Level 2	Problem Solving	Basic
	Collaborative Practices with Stakeholders across Disciplines	Level 2	Self Management	Basic
	Community Partnership	Level 2		
	Data and Information Management	Level 3		
	Diversity and Inclusion	Level 1		
	Early Childhood Curriculum Design	Level 3		
	Early Childhood Pedagogical Practice	Level 3		
	Early Childhood Programme Planning	Level 3		
	Ethical Conduct and Professional Integrity	Level 1		
	Family and Caregiver Engagement	Level 1		
	Health, Hygiene and Nutrition for Children	Level 2		
	Interaction and Relationship	Level 2		
	Learning Environment Design	Level 3		
	Practitioner Inquiry	Level 2		
	Reflective Practice for Educators	Level 2		
	Resilience and Self-care	Level 2		
	Responsive Caregiving Approaches	Level 2		
	Situation Management with Families and Community	Level 2		
Programme Listing	For a list of Training Programmes available for the Early Childhood sector, please visit: www.skillsfuture.gov.sg/skills-framework/earlychildhood			

The information contained in this document serves as a guide.

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