SKILLS FRAMEWORK FOR EARLY CHILDHOOD
SKILLS MAP - SENIOR CENTRE LEADER

Sector	Early Childhood
Track	Early Childhood Development
Occupation	Preschool Educator
Job Role	**Senior Centre Leader**
Job Role Description	The Senior Centre Leader oversees and leads a Cluster of Centres. He/She plays an active role as a mentor to his juniors, guiding them in the development of strategic plans and structures to ensure that the Centres they lead deliver high quality programmes and lessons for the children. As an experienced leader in the area of Centre management, the Senior Centre Leader advances professionalism and organisation excellence through mentoring Centre Leaders on Centre operations management, process improvements and governance across Centres. He/She possesses strong leadership skills and is able to build and leverage effective relationships with stakeholders. He/She drives the conceptualisation of Cluster wide networking plans to establish and sustain collaborative partnerships with stakeholders.

	Critical Work Functions	**Key Tasks**
Critical Work Functions and Key Tasks	Manage manpower resources	Drive initiatives to establish a culture of collaboration across the Cluster
		Review manpower plans across the Cluster
		Establish a culture of mentoring and lifelong learning across the Cluster
		Drive organisational talent capability initiatives to develop high potential employees across the Cluster
	Manage Centre operations	Drive the development of improvements on systems, processes and operations across the Cluster
		Drive the coherence and alignment of initiatives, systems and processes across the Cluster
		Develop preventive and pre-emptive strategies for challenges faced by Centre leaders
		Oversee budget and financial processes of the Centre in alignment with Centre's objectives and organisation's strategic direction
	Drive programmes and service excellence initiatives	Lead the development of Centre strategic priorities, culture and governance across the Cluster
		Champion plans and structures to engender a culture of continuous learning across the Cluster
		Drive alignment to the organisational vision, mission and values
		Drive strategic development of initiative and enterprise across the Cluster
	Build stakeholder relationships and partnerships	Inculcate a culture of collaboration across the Cluster
		Drive initiatives for strategic partnerships and collaborations with families and community stakeholders across the Cluster
		Establish a culture of professional collaboration with families and community stakeholders across Centres
		Champion initiatives that build business relationships across the Cluster
		Drive Centre initiatives, families and community programmes and initiatives across the Cluster
	Uplift professional practice	Facilitate plans and structures to engender a culture of mentoring across the Cluster

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		Align professional development, training, workshops, educational initiatives and service quality improvement of professionals from leading practices within the sector
		Drive alignment to the organisational vision, mission and values across centres

	Technical Skills and Competencies		Critical Core Skills (Top 5)	
Skills and Competencies	Centre Innovation and Change Adoption	Level 6	Communication	Advanced
	Child Development Assessment	Level 6	Influence	Advanced
	Child Observation	Level 5	Sense Making	Advanced
	Child Safety and Protection	Level 5	Transdisciplinary Thinking	Intermediate
	Classroom Management and Guidance of Children's Behaviour	Level 5	Global Perspective	Intermediate
	Coaching and Mentoring for Educators	Level 5		
	Collaborative Practices with Stakeholders across Disciplines	Level 6		
	Community Partnership	Level 6		
	Data and Information Management	Level 6		
	Diversity and Inclusion	Level 6		
	Early Childhood Curriculum Design	Level 6		
	Early Childhood Pedagogical Practice	Level 6		
	Early Childhood Programme Planning	Level 6		
	Ethical Conduct and Professional Integrity	Level 6		
	Family and Caregiver Engagement	Level 6		
	Financial Administration	Level 4		
	Health, Hygiene and Nutrition for Children	Level 6		
	Interaction and Relationship	Level 5		
	Learning Environment Design	Level 6		
	Operations Management	Level 6		
	Practitioner Inquiry	Level 6		
	Reflective Practice for Educators	Level 6		

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	Resilience and Self-care	Level 6		
	Responsive Caregiving Approaches	Level 5		
	Situation Management with Families and Community	Level 5		
	Staff Communication and Engagement	Level 4		
	Staff Continuous Learning	Level 5		
	Team Management	Level 6		
	Visioning and Strategic Planning	Level 6		
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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