SKILLS FRAMEWORK FOR EARLY CHILDHOOD
SKILLS MAP - CENTRE LEADER

Sector	Early Childhood
Track	Early Childhood Development
Occupation	Preschool Educator
Job Role	**Centre Leader**
Job Role Description	The Centre Leader leads in developing strategic plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. He/She is responsible for managing and enhancing Centre operations while adhering to industry regulations. He/She drives operational and programme excellence by developing strong processes in strategic areas such as governance, partnerships, continuous development, curriculum and pedagogy. He/She develops frameworks for sustained collaborative partnerships with stakeholders, possesses strong communication skills and is highly influential. He/She leads in modelling the Centre's mission, vision and values, and oversees the well-being of all staff in the Centre.

	Critical Work Functions	**Key Tasks**
Critical Work Functions and Key Tasks	Manage manpower resources	Lead the design of initiatives to establish a culture of collaboration within the Centre
		Review Centre's manpower plans
		Establish strategies to engender a culture of mentoring, coaching and capability development within the Centre
		Drive capability development and coaching initiatives within the Centre
	Manage Centre operations	Lead the development of improvements on systems, processes and operations
		Review the coherence of Centre's initiatives, systems and processes
		Develop preventive and pre-emptive strategies for challenges faced by team leaders within the Centre
		Manage the budget for day-to-day operations in the Centre
	Drive programmes and service excellence initiatives	Lead Centre to develop Centre strategic priorities, culture and governance
		Establish plans and structures to engender a culture of continuous learning within the Centre
		Drive buy-in on vision, mission and values within the Centre
		Drive initiative and enterprise within the Centre
	Plan and implement curriculum and programmes	Drive the design of quality teaching and learning approaches beyond the Centre level
		Drive the enhancement of learning needs assessment processes and structures
		Align children engagement strategies in accordance with Centre policies
		Drive the development of quality classroom management strategies in accordance with leading practices beyond the Centre level
		Evaluate improvements made to enhance quality of learning environment
		Advocate the importance of appropriate health, safety, nutritional and hygiene standards and procedures beyond the Centre level
		Lead the development of new teaching and learning methods, tools and assistive technologies based on emerging trends in the sector

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	Build stakeholder relationships and partnerships	Inculcate a culture of collaboration within the Centre
		Lead the strategic design of partnerships and collaborations with families and community stakeholders within the Centre
		Model professionalism when collaborating with families and community stakeholders within the Centre
		Represent the Centre to build business relationships
		Design Centre initiatives, families and community programmes and initiatives
	Uplift professional practice	Establish plans and structures to engender a culture of mentoring within the Cluster
		Drive professional development, training, workshops, educational initiatives and service quality improvement of professionals
		Drive buy-in on vision, mission and values within the Centre

	Technical Skills and Competencies		**Critical Core Skills (Top 5)**	
Skills and Competencies	Centre Innovation and Change Adoption	Level 5	Building Inclusivity	Advanced
	Child Development Assessment	Level 5	Communication	Advanced
	Child Observation	Level 4	Decision Making	Intermediate
	Child Safety and Protection	Level 5	Developing People	Advanced
	Classroom Management and Guidance of Children's Behaviour	Level 4	Digital Fluency	Intermediate
	Coaching and Mentoring for Educators	Level 4		
	Collaborative Practices with Stakeholders across Disciplines	Level 5		
	Community Partnership	Level 5		
	Data and Information Management	Level 6		
	Diversity and Inclusion	Level 5		
	Early Childhood Curriculum Design	Level 5		
	Early Childhood Pedagogical Practice	Level 5		
	Early Childhood Programme Planning	Level 5		
	Ethical Conduct and Professional Integrity	Level 5		
	Family and Caregiver Engagement	Level 5		
	Financial Administration	Level 3		

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	Health, Hygiene and Nutrition for Children	Level 6		
	Interaction and Relationship	Level 4		
	Learning Environment Design	Level 5		
	Operations Management	Level 5		
	Practitioner Inquiry	Level 5		
	Reflective Practice for Educators	Level 5		
	Resilience and Self-care	Level 5		
	Responsive Caregiving Approaches	Level 4		
	Situation Management with Families and Community	Level 4		
	Staff Communication and Engagement	Level 4		
	Staff Continuous Learning	Level 5		
	Team Management	Level 5		
	Visioning and Strategic Planning	Level 5		
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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