SKILLS FRAMEWORK FOR EARLY CHILDHOOD
SKILLS MAP - DEPUTY CENTRE LEADER

Sector	Early Childhood
Track	Early Childhood Development
Occupation	Preschool Educator
Job Role	**Deputy Centre Leader**
Job Role Description	The Deputy Centre Leader assists in the development of the Centre's strategic plans and supports efforts to foster a culture of care and trust, mentoring, collaborative professionalism and continuous development within the Centre. He/She oversees management and optimisation of Centre resources and the implementation of specific Centre programmes, initiatives and events. He/She works closely with his colleagues to ensure the quality of the curricula and pedagogies within the Centre. He/She works with their senior educators to set the direction for parent partnership, community engagement and talent management within the Centre. He/She possesses strong engagement skills and is able to build and leverage effective relationships with stakeholders. He/She also coaches his/her colleagues on their personal and professional development within the Centre.

	Critical Work Functions	Key Tasks
Critical Work Functions and Key Tasks	Manage manpower resources	Advise team on the design of initiatives to establish a culture of collaboration within the Centre
		Develop Centre's manpower plans
		Develop plans and structures to engender a culture of mentoring, coaching and capability development within the Centre
		Execute capability development and coaching initiatives within the Centre
	Manage Centre operations	Lead implementation of improvements to systems, processes and operations
		Manage the coherence of Centre’s initiatives, systems and processes
		Work with team leaders to identify challenges within the Centre
		Assist in the management of Centre's budget
	Drive programmes and service excellence initiatives	Lead team leaders to develop business strategies and governance management
		Lead implementation of plans and structures to engender a culture of continuous learning within the Centre
		Align Centre's vision, mission and values across programmes in the Centre
		Lead team leaders to foster initiative and enterprise across teams
	Plan and implement curriculum and programmes	Develop new teaching and learning approaches aligned to curriculum frameworks
		Evaluate effectiveness of learning needs assessment
		Lead development of new children engagement strategies in curriculum and pedagogies
		Lead the implementation of quality classroom management strategies within the Centre
		Drive improvements to teaching and learning approaches to enhance quality of learning environment
		Drive implementation of appropriate health, safety, nutritional and hygiene standards and procedures at the Centre
		Implement new teaching and learning methods, tools and assistive technologies based on emerging trends in the sector
	Build stakeholder relationships and partnerships	Drive implementation of communication strategies and policies

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		Design partnership and collaboration initiatives with families and community stakeholders within the Centre
		Lead the implementation of collaborative efforts amongst families and community stakeholders within the Centre
		Support the building of business relationships for the Centre
		Drive the implementation of Centre initiatives, families and community programmes and initiatives
	Uplift professional practice	Develop team leaders' mentoring capabilities
		Promote professional development and service quality improvement to staff within the Centre
		Align Centre's vision, mission and values across programmes in the Centre

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

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	Operations Management	Level 4		
	Practitioner Inquiry	Level 5		
	Reflective Practice for Educators	Level 5		
	Resilience and Self-care	Level 4		
	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 4		
	Visioning and Strategic Planning	Level 4		
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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