**Appendix B2 – ECDA Fellows**

**Professional Portfolio**

**Guidelines**

## OVERVIEW

The professional portfolio is an organised collection of evidence of the Applicant’s development, growth and achievements over time. It documents the Applicant’s beliefs and values about teaching, leadership, relevant experiences and best practices.

## GENERAL GUIDELINES

The Professional Portfolio comprises the following:

1. Personal Statement

Applicant is required to provide a 500-word write-up to describe his/her philosophy of teaching and leadership in Learning Support, and how he/she embodied this philosophy in his/her work in the last five (5) years.

1. Competency Write-up

Applicant is required to provide a 100-word write-up per project/initiative (up to 5 projects / initiatives) that he/she has completed in the last five (5) years and can clearly illustrate how he/she has met the competencies of a Senior Lead Learning Support Educator or Cluster Manager in each Technical Skills and Competencies (TSC) category. Please note that the Applicant is required to provide documentary evidence *(e.g. publications, reports, videos, testimonials, teaching and learning resources, etc.)* for the projects/initiatives stated in the Competency Write-up, should he/she be shortlisted for the presentation cum interview session. This is to showcase the best of his/her personal and professional growth as a Senior Lead Learning Support Educator or Cluster Manager.

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| **1. PERSONAL STATEMENT** |
| In no more than 500 words, describe your philosophy of teaching and leadership in Learning Support, and how you have embodied this philosophy in your work in the last 3 years. |
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| **2. COMPETENCY WRITE-UP** | | |
| **TSC CATEGORY 1: CHILD LEARNING AND DEVELOPMENT** | **TITLE OF PROJECT / INITIATIVE COMPLETED IN THE LAST 5 YEARS**  (up to 5 projects / initiatives) | **SHORT DESCRIPTION OF PROJECT / INITIATIVE**  (Using Arial Font 11, in no more than 100 words per project / initiative) |
| **For Senior Lead Learning Support Educator**   1. Drive the development and review of observation and documentation tools while providing guidance to Centres to enhance teaching and learning effectiveness 2. Drive the review of Centres’ guidelines on child guidance and behaviour management within the Cluster to ensure alignment with organisation’s philosophy and compliance with regulatory requirements 3. Engender a culture of diversity and inclusion in the Centre through curriculum leadership, staff training and partnerships with stakeholders 4. Drive the planning and development of strategies for quality learning environment for Centres   **For Cluster Manager**   1. Review structures, processes and approaches and provide relevant teacher training to enable diversity and inclusion in children’s learning, interaction and activities |  |  |
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| **TSC CATEGORY 2: CHILD SAFETY AND WELL-BEING** | **TITLE OF PROJECT / INITIATIVE COMPLETED IN THE LAST 5 YEARS**  (up to 5 projects / initiatives) | **SHORT DESCRIPTION OF PROJECT / INITIATIVE**  (Using Arial Font 11, in no more than 100 words per project / initiative) |
| **For Senior Lead Learning Support Educator or Cluster Manager**   1. Establish policies and processes on safety standards and procedures, and appropriate course of action for the safety and protection of children 2. Establish health, nutritional and hygiene standards and procedures 3. Guide Centres in enhancing trusting and respectful relationships with children |  |  |
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| **TSC CATEGORY 3: EARLY INTERVENTION AND LEARNING SUPPORT DEVELOPMENT** | **TITLE OF PROJECT / INITIATIVE COMPLETED IN THE LAST 5 YEARS**  (up to 5 projects / initiatives) | **SHORT DESCRIPTION OF PROJECT / INITIATIVE**  (Using Arial Font 11, in no more than 100 words per project / initiative) |
| **For Senior Lead Learning Support Educator**   1. Synergise the implementation of structures to ensure quality in the screening, assessment, intervention and evaluation process 2. Drive enhancements to practices in the Centre to better align to Early Intervention principles 3. Drive the planning and development of strategies and endorse tailored Learning Support session plans for children across the Cluster 4. Refine the planning, implementation and evaluation of programmes for scaling up across multiple Centres   **For Cluster Manager**   1. Drive the planning and development of strategies and endorse tailored Learning Support session plans for children across the Cluster 2. Influence sector-wide development, implementation and review of programmes through advocacy of rigorous methodologies of planning, implementation and evaluation |  |  |
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| **TSC CATEGORY 4: FAMILY AND COMMUNITY PARTNERSHIP** | **TITLE OF PROJECT / INITIATIVE COMPLETED IN THE LAST 5 YEARS**  (up to 5 projects / initiatives) | **SHORT DESCRIPTION OF PROJECT / INITIATIVE**  (Using Arial Font 11, in no more than 100 words per project / initiative) |
| **For Senior Lead Learning Support Educator**   1. Lead the establishment of professional collaborations with the community 2. Establish partnerships with parents and families to develop a climate of care, respect and trust among Early Childhood and Early Intervention teachers, families and caregivers 3. Establish policies and procedures for effective management of challenging situations across Centres   **For Cluster Manager**   1. Drive culture of professional collaboration with community stakeholders across Centres 2. Establish policies and procedures for effective management of challenging situations across Centres |  |  |
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| **TSC CATEGORY 5: OPERATIONS AND MANAGEMENT** | **TITLE OF PROJECT / INITIATIVE COMPLETED IN THE LAST 5 YEARS**  (up to 5 projects / initiatives) | **SHORT DESCRIPTION OF PROJECT / INITIATIVE**  (Using Arial Font 11, in no more than 100 words per project / initiative) |
| **For Senior Lead Learning Support Educator**   1. Develop guidelines and SOPs for collection and management of data and information and drive the use of analysed data and information to improve child development programmes and Centre’s operations   **For Cluster Manager**   1. Create an environment conducive for innovation and change and share best practices across the Cluster 2. Develop guidelines and SOPs for collection and management of data and information and drive the use of analysed data and information to improve child development programmes and Centre’s operations 3. Lead the management of the organisation’s short and long-term financial performance and financial risk management philosophy 4. Drive alignment of plans, systems and processes to ensure operational efficiency and business continuity during emergencies across Centres |  |  |
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| **TSC CATEGORY 6: PROFESSIONAL PRACTICE AND DEVELOPMENT** | **TITLE OF PROJECT / INITIATIVE COMPLETED IN THE LAST 5 YEARS**  (up to 5 projects / initiatives) | **SHORT DESCRIPTION OF PROJECT / INITIATIVE**  (Using Arial Font 11, in no more than 100 words per project / initiative) |
| **For Senior Lead Learning Support Educator**   1. Develop team leaders’ coaching and mentoring capabilities to build a culture of mentoring in the Centre 2. Drive collaborative practices in the organisation to provide integrated caregiving and education for all children and ensure alignment across Centres 3. Drive the standards of professionalism, ethics and values to lead in the resolution of ethical dilemmas 4. Drive culture of practitioner inquiry, structures and processes to enable and equip educators with the tools for practitioner inquiry across Centres 5. Drive standards and practices in professional consultation within the organisation 6. Enhance structures and processes to provide relevant training on continuous professional learning and improvement through reflective practice 7. Set policies and systems to help staff build resilience and overcome barriers to effective management of health and well-being   **For Cluster Manager**   1. Establish plans and structures to engender a culture of mentoring within the Cluster 2. Drive collaborative practices in the organisation to provide integrated caregiving and education for all children and ensure alignment across Centres 3. Cultivate professional, legal and ethical accountability and responsibility within the sector 4. Lead professional training and consultation to shape practices in the sector 5. Establish systems and processes to build and sustain a culture of resilience and self-care across the Centres |  |  |
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| **TSC CATEGORY 7: WORKFORCE DEVELOPMENT AND ENGAGEMENT** | **TITLE OF PROJECT / INITIATIVE COMPLETED IN THE LAST 5 YEARS**  (up to 5 projects / initiatives) | **SHORT DESCRIPTION OF PROJECT / INITIATIVE**  (Using Arial Font 11, in no more than 100 words per project / initiative) |
| **For Senior Lead Learning Support Educator or Cluster Manager**   1. Develop staff communication plans and engagement programmes within the Centre 2. Foster a culture of continuous learning by putting in place structures and processes to support staff’s continuous learning and setting measures to assess effectiveness of these learning strategies within and across Centres 3. [For Cluster Manager only] Evaluate developed manpower resourcing strategies and performance management systems |  |  |
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