

Position Title	Infant Care Coordinator	Date: December 2017
Function/Department	Early Years Centre	Location: Singapore
Manager Name & Title	Head of Early Years	
Position Type	Fixed Term	
Position Status	Full Time	

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Leadership

Contributes to the development, articulation and alignment of the Vision, Mission and Values of AIS and the Early Years. Develops, implements and monitors high quality learning programs; Implements the AIS Infant Care Program based on the EYLF and the principles of Reggio Emilia.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Specific Responsibilities

The key duties include but are not limited to:

- Respecting and valuing a child's expertise, community, family and social contexts, cultural traditions and understandings and home language/s
- Providing a program that responds to each child's wellbeing, positive sense of identity and confidence as a learner and participant
- Ensuring the health and safety of the children in their care, including appropriately supervising children at all times

In respect to children, the AIS Infant Care Coordinator is required to implement and guide other educators in the following, but not limited to:

- Creating environments that respond to children's individual personalities, wellbeing, dispositions for learning, strengths, abilities, interests and multiple ways of learning
- Resourcing and challenging children as they explore and develop their ideas
- Keeping accurate records of individual children to support future planning
- Facilitating play, leisure and learning as initiated by the children and ensuring this is implemented by educators in the unit

In respect to families, the AIS Infant Care Coordinator is required to implement and guide other educators in the following, but not limited to:

- Demonstrating effective partnerships with families through open and regular communication
- Sharing with families their child's involvement in activities and development

In respect to colleagues, the AIS Infant Care Coordinator is required to implement and guide other educators in the following, but not limited to:

- Developing and maintaining effective teamwork relationships with all team members
- Actively providing professional development and induction for staff through meetings and training opportunities guided and supported by the EYLT

In respect to health & safety, the AIS Infant Care Coordinator is required to implement and guide other educators in the following, but not limited to:

- Complying with AIS Health & Safety Policy and Procedures

In respect to professional knowledge, skills and dispositions the AIS Infant Care Coordinator is required to implement and guide other educators in the following, but not limited to:

- Demonstrating an ability to plan, implement and critically reflect, collaboratively with and for individual children
- Documenting evidence of children's wellbeing, unique qualities, abilities and interests, development and learning
- Demonstrating appropriate interpersonal oral and written communication skills
- Promoting social justice and equity through an attitude of acceptance and respect for all children and their families, including those with additional needs and those of all cultures
- Demonstrating a commitment to continuing professional development
- Implementing a balanced and child-centred daily routine

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Qualifications & Skills

- Experience in coordinating or running an infant care program for children from 2 months of age.
- An Internationally recognised 3 year diploma or degree in the field of Early Childhood or Infant Care
- High level of spoken and written English

Contacts

- Infants, Toddlers, Parents, Staff

Working Conditions

- Work days: Mondays to Fridays
- Working hours: 8 hours per day
- Between 7:30 am to 6:30 pm and other times as directed by the Head of Early Years



Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Full time role
- 25 days of Paid Annual Leave
- 14 days of Paid sick leave
- Other benefits including relocation and housing depending on terms of employment