

Position Title	Infant Care Assistant	Date: December 2017
Function/Department	Early Learning Village	Location: Singapore
Manager Name & Title	Infant Care Coordinator	
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.

Specific Responsibilities

Under the direct supervision of the Infant/Toddler Center Supervisor, the Infant Care Assistant shall be responsible to:

- Assist with supervision of infants at all times in classroom, changing area, and playground
- Assist in developing and implementing daily and weekly lesson plan activities that meet the physical, emotional, intellectual and social needs of the children in the program
- Help provide various experiences and activities for children including songs, games and storytelling
- Assist in caregiving routines (feeding, nappy changing)
- Assist with documentation of daily needs, observations, and developmental milestones
- Assist in maintaining effective communication with parents and other staff
- Will be alert and responsive to children at all times
- Assist in establishing routines
- Provide a safe and secure environment
- Other duties as directed

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.

Qualifications & Skills

- Experience of working in an infant care program with children from 2 months of age.
- Able to communicate effectively in spoken and written English.
- Certificate in Infant care or Early Childhood would be an advantage

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 depending on terms of employment