**Appendix B1 – 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 Early Childhood Care and Education, 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 Curriculum/Pedagogy Specialist or Senior Centre Leader 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 Curriculum/Pedagogy Specialist or Senior Centre Leader.

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| **1. PERSONAL STATEMENT**  |
| In no more than 500 words, describe your philosophy of teaching and leadership in Early Childhood Care and Education, 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 Curriculum/Pedagogy Specialist or Senior Centre Leader**1. Advocate the importance of assessment and drive the adoption of emerging assessment tools and good practices in child assessment to create child-centric learning experiences
2. Drive the development and review of observation and documentation tools while providing guidance to Centres to enhance teaching and learning effectiveness
3. 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
4. Review structures, processes and approaches and provide relevant teacher training to enable diversity and inclusion in children’s learning, interaction and activities
5. Drive the development and review of curriculum for Centres, according to national guidelines and evidence-based research
6. Drive the review and development of pedagogical practices for Centres to facilitate meaningful daily learning experiences and activities for children across Centres
7. Drive the review of programme planning and implementation across Centres to ensure alignment with organization’s philosophy of teaching and learning
8. Drive the planning and development of strategies for quality learning environment for Centres
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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 Curriculum/Pedagogy Specialist**1. Guide Centres in enhancing trusting and respectful relationships with children
2. Drive the development and improvements for caregiving approaches and practices for Centres

**For Senior Centre Leader**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
4. Drive the development and improvements for caregiving approaches and practices for Centres
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| **TSC CATEGORY 3: 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 Curriculum/Pedagogy Specialist or Senior Centre Leader**1. Drive culture of professional collaboration with community stakeholders across Centres
2. Drive culture of strategic and sustained collaborations with families and caregivers to support the development of children across Centres
3. Establish policies and procedures for effective management of challenging situations across Centres
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| **TSC CATEGORY 4: 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 Curriculum/Pedagogy Specialist**1. Implement innovation and change within the Centre by working with management to gain stakeholders’ support for innovation and change to enhance children’s learning and development
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. Oversee Centres’ alignment to their vision, mission and values and provide relevant guidance in the development and implementation of their strategic plans

**For Senior Centre Leader**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. Ensure that budget and financial processes support Centre’s objectives and are in line with organisation’s strategic directions
4. Drive alignment of plans, systems and processes to ensure operational efficiency and business continuity during emergencies across Centres
5. Oversee Centres’ alignment to their vision, mission and values and provide relevant guidance in the development and implementation of their strategic plans
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| **TSC CATEGORY 5: 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 Curriculum/Pedagogy Specialist or Senior Centre Leader**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. Drive culture of practitioner inquiry, structures and processes to enable and equip educators with the tools for practitioner inquiry across Centres
5. Enhance structures and processes to provide relevant training on continuous professional learning and improvement through reflective practice
6. [Only for Senior Centre Leader] Establish systems and processes to build and sustain a culture of resilience and self-care across the Centres
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| **TSC CATEGORY 6: 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 Curriculum/Pedagogy Specialist**1. 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

**For Senior Centre Leader**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. Evaluate developed manpower resourcing strategies and performance management systems
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