**Appendix B – 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, relevant experiences and best practices. For Senior Lead Teachers, it is a collection of artefacts thoughtfully organised to illustrate the individual’s professional competence, pedagogical expertise, subject matter knowledge, knowledge of the teaching-learning process, and his/her professional and personal attributes. For Senior Centre Leaders, the professional portfolio articulates their educational philosophy and exemplifies their commitment to pedagogical leadership and innovation, and professional excellence.

## 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 Senior Centre Leader/Senior Lead Teacher in each skill 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 Centre Leader/Senior Lead Teacher.

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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** |
| **SKILL CATEGORY 1: DEVELOPING THE CHILD HOLISTICALLY** | **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 Centre Leader**1. Champion the Implementation of Quality Teaching and Learning Approaches at the Cluster Level
2. Facilitate the Design, Implementation and Review of Curricula and Programmes within the Cluster
3. Champion the Integration of the Core Values of Early Childhood Care and Education within Curricula and Programmes across the Cluster
4. Champion Quality Learning Environments in Centres within the Cluster
5. Guide Cluster in Enhancing Caring, Trusting and Respectful Relationships with Children

**For Senior Lead Teacher**1. Drive the Implementation of Quality Teaching and Learning Approaches at the Cluster Level
2. Lead in Designing, Implementing and Reviewing Curricula and Programmes within the Cluster
3. Lead in Integrating the Core Values of Early Childhood Care and Education within Curricula and Programmes across the Cluster
4. Drive the Implementation of Strategies for Quality Learning Environments across the Cluster
5. Guide Cluster in Enhancing Caring, Trusting and Respectful Relationships with Children
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| **SKILL CATEGORY 2: COLLABORATING WITH FAMILIES AND COMMUNITY** | **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 Centre Leader**1. Establish a Culture of Professional Collaboration with Families and Community Stakeholders within the Cluster
2. Foster Business Relationships and Organisational Diversity

**For Senior Lead Teacher**1. Establish a Culture of Professional Collaboration with Families and Community Stakeholders within the Cluster
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| **SKILL CATEGORY 3: BUILDING PROFESSIONAL CAPACITY**  | **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 Centre Leader**1. Establish Plans and Structures to Engender a Culture of Mentoring within the Cluster
2. Establish a Culture of Continuous Learning
3. Develop Managers and High Potential Employees through Organisational Talent Capability Review
4. Establish a Culture of Professionalism
5. Represent and Promote the Organisation

**For Senior Lead Teacher**1. Mentor Lead Teachers in the Design and Implementation of Programmes in a Specialised Field
2. Facilitate the Establishment of Plans and Structures to Engender a Culture of Mentoring within the Cluster
3. Establish a Culture of Continuous Learning
4. Develop Managers and High Potential Employees through Organisational Talent Capability Review
5. Establish a Culture of Professionalism
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| **SKILL CATEGORY 4: BUILDING ORGANISATIONAL CAPACITY** | **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 Centre Leader**1. Establish a Culture of Collaboration within the Cluster
2. Facilitate Innovation and Lead Managers to Manage Change
3. Establish Organisational Relationships and Lead Organisational Diversity
4. Develop Self to Maintain Professional Competence at Senior Management Level
5. Lead in Developing Strategic Plans to Drive Change and Innovation in Organisational Initiatives, Systems and Processes
6. Lead Organisation to Develop Organisational Strategic Priorities, Culture and Governance
7. Manage and Review Systems and Processes
8. Manage Resource Planning
9. Identify Preventive and Pre-emptive Strategies for Challenges Faced by Centre Leaders

**For Senior Lead Teacher**1. Establish a Culture of Collaboration within the Cluster
2. Develop Self to Maintain Professional Competence at Senior Management Level
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