



## **Bethesda CARE Centre (Hougang Area)**

### **Student Care Centre Teacher (Part-Time)**

#### **Brief Description**

Reporting to the Centre Manager, the incumbent for the Part-Time Student Care Centre Teacher position will mainly manage the classroom and facilitate supervision and guidance at BCARE Joy Connection Student Care Centre (JOYC).

#### **Responsibilities**

##### **Homework Supervision and Classroom Management**

1. Supervise students and ensure that all daily homework assigned by the school is completed before the child returns home.
2. Provide guidance and prepare the students for their school English and Chinese spelling tests.
3. Maintain cleanliness, orderliness, and discipline in the classroom. Prepare, create, and improve teaching aids and materials, charts, and worksheets.
4. Decorate wall displays that depict the relevant theme, subject, or event.
5. Update and maintain the Star Award system.
6. Guide and keep students constructively engaged in activities that are developmentally and educationally appropriate through positive management strategies. Plan & conduct in-house holistic development programme.
7. Attend staff meetings and staff-sharing session.

##### **Provide Welfare for Students**

8. Pick up students from nearby school or destinated pick up points during school terms. Do home visitation when necessary.

9. Nurture and provide care for the child's personal needs such as child-bathing, medication, meals etc.
10. Communicate and work closely with parents or the Centre Manager for the development and growth of the child.

**Requirements:**

- At least a GCE "O" level with some years of work experience with children
- Pleasant disposition
- Excellent communication skills in English with parents and children
- Singaporean/ Singapore PR to apply

Interested applicants please attach a detailed resume, stating expected and current salaries, and date of availability and email to [corpadmin@bcare.org.sg](mailto:corpadmin@bcare.org.sg)

All applications will be kept in strict confidence. We regret that only shortlisted candidates will be notified. Thank you.