



Bethesda CARE Centre (Hougang Area)

Student Care Centre Programme Coordinator (Both Full-Time and Part-Time available)

Responsibilities:

Teaching and Classroom Management

1. Supervise students and ensure that all daily homework assigned by the school are completed before the child returns home.
2. Maintain cleanliness, orderliness and discipline in the classroom.
3. Prepare and create teaching aids, materials, charts and worksheets.
4. Decorate wall displays that depict the relevant theme, subject or event.
5. Update and maintain the reward system.
6. Guide and keep students constructively engaged in activities that are developmentally and educationally appropriate through positive management strategies.

Provide for Students' Welfare

7. Fetch students from nearby school, ensure the safety of the students at all times.
8. Provide care for the child – medication, meals and other needs.
9. Communicate and work closely with parents or the Centre Manager for the development of the child.
10. Conduct home visitation, do reports and submit to the Centre Manager.

Programme Facilitation

11. Work with the Centre Manager to improve teaching resources.
12. Assist in planning school holiday programmes and special programmes such as Children's Day, National Day, Teacher's Day, Christmas Day etc.

Others

13. Attend staff meeting and staff-sharing sessions.
14. Work on any other areas that the Centre Manager may direct as and when necessary.

Requirements:

1. At least a GCE "O" level qualification.
2. 1-year working experience with student care centre environment.
3. Possess good organizational and engagement skills.
4. Strong interpersonal skills and ability to communicate with all levels.
5. Competent in classroom management.
6. Working hours:
Full-Time: 10am to 7pm (Mon - Fri), 40hrs per week, 5-day work week.
Part-time: 1pm to 7pm (Mon – Fri), 30hrs per week, 5-day work week.

Application Details:

- Interested applicants are invited to complete the BCARE job application form and submit it along with supporting documents via email to corpadmin@bcare.org.sg
- Please note only Singapore Citizens and Permanent Residents are eligible to apply.
- All applications will be treated with strict confidentiality. We regret that only shortlisted candidates will be contacted.