

## Job Title

# Education Officer, CEP

### Job Description

We are looking for a dedicated and organised Education Officer, to manage and coordinate our children's programmes at the Bukit Merah Centre. If you enjoy working with children and want to create a meaningful impact in the community, this role is for you.

**Key responsibilities shall include, but not limited to, the following:**

#### 1. Academic Tuition

- Design and conduct English and Mathematics lesson for Primary school children, including lesson planning, creation of worksheets and assessments
- Schedule children for tuition classes, one-on-one volunteer led tutor and Part Time Teachers led session
- Support recruitment of Part Time Teachers, including interviewing and onboarding suitable candidates
- Conduct Orientation and Code of Conduct briefing for Part Time teachers and assist the Centre Manager with monthly payroll submissions
- Provide close support to Part Time Teachers, particularly those facing challenges in classroom management or delivery
- Track student's school results and CWW academic progress, ensuring timely updates and interventions
- Maintain accurate records of tuition classes, attendance, and progress in shared folders, and prepare reports for Board meetings
- Plan and deliver the Pre-Primary Bridging Programme (Literacy and Numeracy)

#### 2. Reading club

- To support in the planning and conduct reading activities for Pre and Primary school children with the support of volunteers
- Track and assess students' reading progress
- Maintain and organise the Centre's Library corner and resources

#### 3. General Duties

- Assist in Organisation wide events
- Support school holiday programmes and chaperon children for outings
- Responding to ad hoc emails, phone calls, or walk in queries
- Undertake duties assigned by the Centre Manager/ Assistant Director/ CEO

## **Requirements**

### **Qualifications**

- Diploma qualifications (e.g. NIE, SIM, LaSalle-SIA, NAFA)
- Field of Study: General Teacher Training

### **Experience:**

- Senior Executive
- At least 5 years of experience working with children, preferably in a primary school or social service environment

### **Skills:**

- Familiar with MOE curriculum and structure
- Strong ability to communicate and write well, able to coordinate and liaise with multiple parties

### **Personal Attributes:**

- Self-motivated and goal-oriented
- Have a passion for helping disadvantaged children and youth

### **Additional Information:**

- Working hours: 10am – 7pm (Monday to Friday)
- Location: Bukit Merah Community Hub