

PASTORAL CARE EXECUTIVE

ANGLICAN PRESCHOOL SERVICES

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5-day work week, 6-months contract. Hybrid work arrangement

ABOUT APS

Anglican Preschool Services (APS) is a faith-based preschool operator and an entity of the Anglican Diocese of Singapore. We operate 18 preschools including Little Seeds Preschool, St. Hilda's Kindergarten, St. James' Church Kindergarten, St. Paul's Church Kindergarten, and The Ascension Kindergarten.

We seek to bridge the Church and community through high quality, values-based early childhood education. We are dedicated to sowing seeds and transforming lives within our nurturing environment so each child can discover their God-given potential, and are looking for like-minded, passionate individuals who want to join us on this journey.

We are a community of learners and life-givers, and there is a sense of family here at APS. We have a safe space where all staff members can share their hearts openly and know that they are always being considered. We're looking for people not just here to teach or do a job, but to learn. We desire to grow reflective and thoughtful team members who are stirred by a passion for education.

About Pastoral Care Pillar

The Pastoral Care department supports the core purpose of Anglican Preschool Services of growing children into their God-given identity by sharing God's love and transformative power with our children and their families. Together with the staff and chaplains, pastoral care is provided for the children in our centres, direct caregivers of our children, staff of the organisation and any stakeholders with whom we come in direct contact.

That's where you come in. If what you've read so far has deeply resonated with you, read on.

We are looking for a Pastoral Care Executive in the Pastoral Care Pillar to carry out our mission through pastoral education, pastoral connect with staff and pastoral partnership (as elaborated below) with chaplains from our partner churches. The PC Executive reports to the Pillar Head of Pastoral Care.

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RESPONSIBILITIES

1) Pastoral Education:

- Support the organization and implementation of APS weekly staff devotions
- Write Pastoral Word (bilingual) sent out to all staff to encourage them in God's Word
- Support in the revision of the devotions curriculum for children's devotions at the centres taught by teachers and making available the materials to staff and chaplains
- Support in the organization of APS-wide parenting workshops for families, staff & families.
- Facilitate engagement of chaplains to conduct weekly children's chapel and monthly staff devotions
- Partner with Marketing and Communication department to publish devotional and parenting articles at Our Learning Journey website.

2) Pastoral Connect:

- Visit assigned centres monthly for pastoral connect time with centre leader/staff
- Support the organization of self-care workshops for HQ staff, and partnership with other pillars to organize well-being activities for staff
- Provide one-to-one pastoral ministry to staff in need
- Support the organization of annual Staff Dedication Service

3) Pastoral Partnership:

- Conduct staff devotions for centre staff when needed.
- Facilitate triangulation meetings with chaplain and centre leader of each centre to provide pastoral care for children, staff and families.
- Support the organization of yearly vision-casting event (Thanksgiving Lunch) with vicars and chaplains to strengthen APS – church partnership
- Support the organisation of 3 communal events (Chinese New Year Tea, Mid-year Refreshment, Thanksgiving Lunch) for the community of chaplains
- Support the registration of new chaplains and chaplaincy volunteers in one@ECDA
- Updating chaplains' information on our channels of communication.
- Any other related duties as assigned by Pastoral Care Pillar Head.

REQUIREMENTS

- At least a diploma from any recognized institution. A diploma in Christian/theological studies will be useful.
- At least two years of relevant experience in early childhood education and/or pastoral care
- Excellent communication and people management skills.
- Passionate in working with children, staff and families.
- IT-savvy and proficient or can easily pick up proficiency in Powerpoint, Zoom, Canva.

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You'll fit the bill if you are ...

-A communicator

You enjoy conversing with people and making connections.

-A planner and problem solver

You look ahead, navigate the road bumps, and find multiple pathways to one destination.

- A team player

You appreciate the contributions of others and are happy to work independently when the occasion calls for it. You actively look to value add to situations but are sensitive enough to know it is time to take a step back. You believe in the power of community and collaborations.

- An Attentive Multi-tasker

You enjoy doing multiple things at a time. You are attentive to the details in every single thing you do.

- Caring

You take joy in caring for the needs of others.

- Efficient

You endeavour to maximise the results of tasks that you set your hands on, with streamlined time and effort.

- Flexible & Adaptable

You are willing to stand in the gap and go to where the needs are.

We would love to have you join our family!

It would be great if you can include the following in your Resume: Academic & Professional Qualifications, Work and Volunteering experiences, Skills and References.

For more information, please visit our website and submit your application by clicking on 'Apply Now'.

We regret to inform that only shortlisted candidates will be notified.