

Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a higher standard of effective recruiting practices with specific attention to child protection.

ECC Curriculum Coordinator (PYP) **Beijing City International School, P. R. China**

Mission

The BCIS Mission is to challenge and empower students to be compassionate and inspired people, who act for the good of all and for the sustainable development of the world.

General

Beijing City International School was opened in September 2005. It was established to provide an international education for the expatriate communities in Beijing, as well as, uniquely, offering education to the children of internationally-minded Chinese nationals. Beijing City International School (BCIS) is a private, not-for-profit institution governed by an appointed Board of Trustees. The school is funded by tuition fees.

The school boasts purpose-built, state-of-the-art facilities specifically designed to support our curriculum and progressive teaching and learning environment. This 51,000 square meters main campus sits on a plot of prime land in the heart of the CBD and within one kilometer of the China World Trade Centre. In 2014/2015 the Early Childhood Program (Toddler, Nursery, Pre- Kindergarten, and Kindergarten classes) transferred to a new purpose-built Early Childhood Center located approximately one kilometer from the flagship BCIS campus. This 21,000-square meter facility has been built to an extremely high standard (LEED Gold Standard) of environmental sustainability, in line with the school's mission.

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school mission. The language of instruction is English and students must either be fluent in the English language or willing to develop fluency through the school's ELL (English Language Learners) program to gain admission to, or continue in, the school's program of studies.

BCIS is an International Baccalaureate (IB) World School which places a strong emphasis on personalized learning and academic rigor. We have aligned the Chinese National Curriculum with the BCIS curriculum and we are authorized to teach the IB Diploma Programme in Grades 11 and 12, the IB Middle Years Programme in Grades 6 to 10 and the IB Primary Years Programme from Nursery to Grade 5. The IB programs stress the importance of inquiry and educating the whole child. The school is accredited by CIS and WASC, and is a member of the Council of International Schools (CIS), the East Asia Regional Council of Schools (EARCOS) and the Association of China and Mongolia International Schools (ACAMIS). The most recent strategic plan was collaboratively developed in the Spring of 2022.

Current enrollment across the two campuses is 1,250 students, with approximately 500 children at the Secondary School.

About the Early Childhood Center (ECC)

We are delighted to be hosting our children in our purpose-built LEED Gold Certified air filtered facility. Our beautiful campus allows us to create unique learning environments that encourage curiosity and support individual inquiry. The campus boasts generously sized and well-resourced classrooms, seven teaching kitchens, a triple-sized gym, an indoor gross-motor play space, an amazing early childhood library, a roof-top garden and beautifully landscaped outdoor learning spaces encouraging both environmental and sensory experiences.

At the ECC we follow the IB Primary Years Programme (PYP) curriculum framework and use play-based investigative pedagogy and student-centered inquiry as the vehicle for learning. We truly believe that young children learn best when they are engaged in authentic experiences and can interact freely with the environment, their peers and teachers to construct understanding and

meaning. We place an emphasis on learning concepts, skills, attitudes and knowledge, and consider these early years to be of the utmost importance in preparing the children for a life of learning.

In addition, the ECC enjoys the ability to offer a collaborative intergenerational partnership between the Golden Heights retirement community and BCIS. Situated next door to the ECC campus, the retirement community is a member institute of the school's larger parent company, YueCheng group. Research points to the benefits afforded to both the youthful and the experienced through intergenerational relationships therefore the school warmly embraces this unique opportunity to foster connections that span a number of generations.

Children at the ECC range in age from two to six years old. We have four sections of toddler (two to three-year old's), six sections of nursery (three to four-year old's), five sections of prekindergarten (four to five-year old's) and five sections of kindergarten (five to six-year old's). The ECC consists of about 35 faculty and 35 teaching assistants. The leadership team includes the ECC Principal and ECC Deputy Principal. Each of the grade levels has a Team Leader who acts as a horizontal facilitator as well as vertical Team Leaders for the areas of Literacy, Chinese Studies, Sustainability and Activities. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

Role Description/Working Relationships

In conjunction with the Early Childhood Center (ECC) Principal and the Deputy Principal, the Curriculum Coordinator is responsible for the further building of the school's capacity whilst ensuring effective implementation of the Primary Years Programme and other early childhood pedagogies. The Curriculum Coordinator role is to coach and mentor teachers in the use of research-based instructional practices designed to enrich and enhance student learning.

Essential Duties and Responsibilities

- Provide visionary leadership for the curriculum in alignment with the BCIS mission, strategic plan and goals;
- Maintain and develop the distinctive, personalized student-centered culture of the IB PYP, and the BCIS ECC and whole school curriculum;
- Lead the development and implementation of the written, taught, and assessed curriculum;
- Lead the process of developing or reviewing the school's scope and sequence documents;
- Cultivate an environment that promotes and secures good teaching and effective learning through student centred inquiry-based learning;
- Support new staff through the induction of the PYP and other ECC pedagogies;
- Demonstrate the use of research-based instructional strategies and share resources to improve student achievement;
- Co-teach and co-plan with teachers and model lessons;
- Collaborate in planning meetings and facilitate collaboration with other teachers;
- Organize opportunities for teachers and teaching assistants to observe, to be observed, and to participate in feedback and reflective coaching activities as a part of the teaching and learning process;
- Informally observe (non-evaluative) lessons and provide feedback for a teacher's professional growth and student success;
- Be actively involved in professional learning for staff and parents;
- Mentor new or experienced teachers and teaching assistants seeking to improve early years instructional skills, planning and delivery;
- Collaborate with the ES Curriculum Coordinator ensuring the successful development and refinement of the BCIS curriculum and continuity of learning for ECC children into the ES;
- Attend and collaborate regularly with all BCIS curriculum and IB coordinators to develop vertical alignment across the whole school
- Collaborate with the Public Affairs and YERI teams regarding the partnership needs with the local education authorities.
- Collaborate with Principals to assist with the planning and implementation of school improvement plans;
- Attend the Instructional Leadership Team (ILT) meetings;
- Carry out any other duties as assigned by the Educational Leadership Team (ELT);
- Support the school community in developing their understanding of the ECC curriculum and the IB PYP including parents, teachers and the wider community

- Undertake any other duties as may be reasonably required.

Specific Coordinator Duties

Documentation:

- Ensure that copies of IBO publications pertaining to the PYP section of the school are available to all staff members;
- Establish and maintain a record of completed planners;
- Publish the school's programme of inquiry;
- Ensure that the Statement of Intent is documented at each grade level;
- Lead the process of developing or reviewing the school's scope and sequence documents;
- Ensure that agreements are formulated for teaching and learning language;
- Participate in the formation of the school's strategic development plan;
- Produce documentation in Mandarin and English to enable all stakeholders grow in their understanding of the ECC curriculum;
- Working with the public affairs team, document and communicate curriculum information to the relevant local authority partners.

Professional Development:

- Ensure that staff members are made aware of professional development opportunities;
- Make recommendations regarding professional development opportunities on and off campus;
- Keep a record of workshop attendance and school visits to ensure equality of opportunity and identify ongoing needs;
- Provision of professional learning opportunities through PLCs, workshops or mentoring for all ECC staff;
- Assist teams or individuals in developing and documenting student inquiries;

Resource Management:

- Make recommendations for the purchase of suitable resources to support the implementation of the programme;
- Be responsible for the establishment of an inventory of resources to facilitate efficient management.

Communication:

- Set up systems for communication and collaboration among all staff members involved in implementing the programme;
- Conduct parent information sessions;
- Publish articles pertaining to the programme in the school newsletter;
- Circulate all relevant information received from the IB and other partner organizations;
- Prepare and submit any documentation required for authorization and evaluation;
- Ensure that all requirements of the IB concerning the implementation of the programme are adhered to;
- Respond to requests for information (for example, questionnaires) from the IB;
- Provide a liaison between the school and the IB including being an active member of the IB PYP networks;
- Provide outreach to the wider PYP community through *My IB*, e-mail, school visits, presentations at conferences;
- Promote the use of *My IB* within the school community;
- Respond to requests from the public affairs department for information for the local education authorities.

Desired Qualifications

- Successful experience in working with ECC School students and staff;
- Experience in leadership positions;

- Proficient in spoken and written Mandarin and English;
- Successful experience in working as part of a team.

Knowledge, Skills and Abilities

- A sound understanding of Early Childhood education, extensive knowledge of how young children learn, inquire and explore their world in order to make meaning f and a good understanding of the PYP;
- Ability to communicate effectively in written and oral form, in Mandarin and English, using positive interpersonal skills with students, faculty, staff, administration and parents;
- Ability to employ effective coaching and facilitation skills to plan for and respond to student learning across content areas;
- Ability to reflect and apply knowledge from current research on best practices for improving student achievement;
- Ability to organize, prioritize and manage work assignments in an efficient manner.

Evaluation

In addition to actively reflecting on their own practices, the Curriculum Coordinator is appraised by the Principal and/or Deputy Principal in accordance with Board Policies and Protocols.

Application Process

Candidates are requested to apply to eccprincipal@bcis.cn and to send the following in a single PDF document as soon as possible. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or on line. The search committee reserves the right to close the selection process at any time if the right candidate is found.

- Cover letter
- Educational Philosophy
- Resume
- Up to date contact information of four references

Applicants should visit the school website at www.bcis.cn for more information about the school.