

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.

Early Childhood Center Deputy Principal (Wellbeing/Early Intervention) **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 admit children who can benefit from our program and whose families are committed to our school mission. The language of instruction is English and the Early Childhood Center has play-based practices that supports language development.

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](#) focuses on personalization, collaboration and leadership. The school is committed to High Quality Teaching and Learning.

Current enrollment across the two campuses is 1,300 students, with approximately 300 children at the Early Childhood Center.

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 pedagogies and child-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.

Children at the ECC range in age from two to six years old. We have two sections of toddler (two to three-year old's), five 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, ECC Deputy Principal and Curriculum Coordinator. Each of the grade levels has a Team Leader who acts as a horizontal facilitator. 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 BCIS Head of School, ECC Deputy Principal is expected to assist the Principal in managing and supervising the educational program at the school.

Essential Duties and Responsibilities

- Provide visionary leadership for ECC in alignment with the BCIS mission, philosophy, strategic plan and goals
- Assist in developing the leadership capacity of the ECC faculty through effective teamwork and collaborative decision-making
- Assists teachers with supporting children's self-regulation and behavior
- Assists the Curriculum Coordinator in developing learning and teaching programs that are inclusive for all children through making adjustments and accommodations in the learning program
- Monitor and provide leadership in supporting the well-being of children, families and staff through creating and implementing programs that are based in Early Childhood Education research
- Support high quality teaching and learning through creating and implementing systems of screening for identification of children who require support from Allied Professionals
- Support the Curriculum Coordinator to create personalized learning programs that adjust and accommodate all children's learning
- Create partnerships with external agencies to assist children who require additional support
- Develop programs for parents that increase their understanding of early intervention and ways to support their child
- Provide support to teachers in case management and parent communications developing a culture of empowered professionals
- Contribute to the efficient implementation of day-to-day teaching and learning activities
- Assists the Principal with the operation of the ECC as evidenced in in the areas of attendance, scheduling EAs and all school sponsored events
- Assists the Principal with all school-wide issues by attendance at meetings with team leaders, faculty, administrators, as assigned
- Assists the Principal with faculty and staff appraisal, goal-setting, and contract recommendations
- Work with faculty to support children's transition and assist with assessment and reporting procedures
- Serves as a member of the BCIS Instructional Leadership Team
- Serves as a member of the student support team
- Contribute to the BCIS Faculty Appraisal Process
- Communicates both orally, electronically, and in writing to parents and children as required
- Maintain and develop the distinctive child-centered culture of ECC
- Arrange for cover and substitute teaching staff
- Participate in the admissions process through review of applications, student and family interviews
- Oversee the technology and systems used in ECC
- Performs other duties which might be requested by the Principal or the Head of School

Desired Qualifications

- A proven record of outstanding leadership experience at a senior level.
- A graduate degree in education, master's degree is preferred.
- Experience with, and thorough knowledge of the IB PYP programmes is desirable.
- Understanding of best practices in early intervention.
- Experience working in a culture other than your own.

Knowledge, Skills and Abilities

- Philosophical alignment with BCIS vision, mission, vision, strategic plan and goals.
- A sound understanding of Early Childhood education, extensive knowledge of how young children learn, inquire and explore their world in order to make meaning.
- Previous success in instructional leadership.
- Ability to communicate effectively in written and oral form, using positive interpersonal skills with students, faculty, staff, administration and parents.
- Commitment to intellectual rigor and personalized learning.
- A high emotional intelligence quotient and the capacity to be both compassionate and firm while respecting a diverse community of students, parents and professional staff.
- A healthy balance of organization and efficiency.
- Ability to collaborate and build relationships as a member of BCIS leadership team.
- Sense of humor and ability to see the good in all and presume positive intentions.

Evaluation

In addition to actively reflecting on their own practices, the ECC Deputy Principal is appraised by the Principal and/or BCIS Head of School 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 online. 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.

Application deadline	open
Start date	1st August 2024

NOTE:

The above job description reflects the general requirements necessary and describes principle functions or responsibilities of the job identified. It shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.