

Beijing City International School 北京乐成国际学校
No. 77 Baizhuan Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
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北京市朝阳区百子湾南二路77号, 100022

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
No. 11 Dongbai Street, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 6770 0766
北京市朝阳区东柏街11号, 100022

www.bcis.cn

 **BCIS** BEIJING CITY INTERNATIONAL SCHOOL
北京乐成国际学校

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忠信
Empowering and
Inspiring through Challenge
and Compassion

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.

Elementary School Primary Years Programme (PYP) Coordinator **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 1,300 students, with approximately 500 children at the Secondary School.

About the Elementary School (ES)

The Elementary School opened in September 2005 with 84 students and has grown significantly since this time. Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, Ireland, Barbados and the United Kingdom. The Elementary School serves children from Grade 1 through Grade 5. It is organized into self-contained classes with mixed-ability groupings. In the ES, we are authorized to offer the IB Primary Years Program (PYP) and have creatively and authentically embedded the Chinese National Curriculum within our Program of Inquiry. This is a curriculum

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framework that covers all key learning areas – Chinese, language arts, mathematics, science, social studies, arts (visual art and music), and personal, social and physical education. PYP utilizes an inquiry-based approach to learning with emphasis on skills acquisition in a transdisciplinary format. We strive to educate the whole child in a positive learning environment that nurtures the continuous progress of each child. Our transdisciplinary, child-centered and inquiry-based approach uses a play-based teaching methodology that encourages opportunities to develop understanding of self and others in a highly collaborative environment.

Role Description/Working Relationships

In conjunction with the Elementary School (ES) Principal and BCIS Head of School, ES PYP Coordinator is expected to assist the Principal in managing and supervising the educational program at the school.

Essential Duties and Responsibilities

- Promote strategies that enhance the teaching, learning and engagement of students whilst working closely with the ES Principal and Deputy Principal
- Support new staff through the induction of the PYP
- Collaborate in planning meetings and facilitate collaboration with other teachers
- Provide visionary leadership for the PYP in alignment with the BCIS mission, strategic plan and goals
- Assist the Elementary Principal in leading the G1-G5 elementary school
- Adheres to specific duties of the PYP coordinator as outlined by the IBO
- Assist in developing faculty teamwork, collaboration and leadership capacity
- Serve as a member of the school-wide Instructional Leadership Team (ILT)
- Strengthen academic rigor and personalized learning within a warm and caring environment
- Maintain and develop the distinctive student-centered culture of the PYP
- Work with the faculty to support student transition
- Support teams including grade levels, specialists, Chinese teachers and integrators in implementing the curriculum effectively
- Work with faculty to support that assessment and reporting procedures are implemented
- Contribute to the efficient implementation of day-to-day teaching and learning activities

Specific Coordinator Duties

Documentation

- Establish and maintain a record of completed unit planners
- Lead the process of developing or reviewing the school's articulation of the curriculum
- Participate in the formation of the school's strategic development plan
- Ensure that pertinent IB documents are distributed to staff, students, and parents as outlined in the IB Standards and Practices

Professional development

- Ensure that staff members are made aware of professional development opportunities
- Provide Professional Development and curriculum support to faculty
- Keep a record of workshop attendance and school visits to ensure equality of opportunity and identify on-going needs
- Assist teams or individuals in developing and documenting curriculum
- Support the teachers responsible for, and the students involved in, the PYP Exhibition in the final year of the programme

Resource Management

- Make recommendations for the purchase of suitable resources to support the implementation of the program
- Support Team Leaders with inventory of resources to facilitate efficient management

Communication

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- 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 for BCIS publications
- Circulate all relevant information received from the IB
- 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 (e.g. questionnaires) from the IB
- Liaise between the school and the IB
- Provide outreach to the wider PYP community through “My IB”, e-mail and school visits
- Promote the use of “My IB” within the school community
- Work collaboratively with the ECC, MYP, DP and IDEATE Coordinators and coordinate resources where possible

Other

- Ensure that all regulations set by the IB concerning the programme and the procedures are adhered to properly, and that all deadlines are met
- Oversee the implementation of inquiry and concept based teaching and planning practices, including central ideas, lines of inquiry, key concepts, and inquiry questions, according to IB guidelines
- Ensure that the concepts of global citizenship and international-mindedness permeate all subjects.

Attributes of the PYP Coordinator will include:

- Philosophical alignment with BCIS vision and mission
- Understanding of, and empathy for, the learning, social, and emotional needs of elementary age students
- Strong experience and understanding of the Primary Years Programme
- Commitment to academic rigor and personalized learning
- Strong educational leadership, organization and communication skills
- High emotional intelligence including the capacity to respond with compassion and firmness to, and to maintain the respect of, parents, students and colleagues from different cultures
- A healthy balance of organization and efficiency
- Ability to collaborate and build relationships
- Sense of humor and ability to see the good in all and presume positive intentions

Desired Qualifications

- Bachelor’s Degree in Education or equivalent, Masters Degree preferred
- Experience in and thorough understanding of the IB PYP Programmes
- Understanding of current best practices in curriculum development, instruction and assessment
- Strong technical skills

Application Process

Candidates are requested to apply to ESPrincipal@bcis.cn and to send the following in a single PDF document. 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

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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.