

***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 Homeroom Teacher

### 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 Program in Grades 11 and 12, the IB Middle Years Program in Grades 6 to 10 and the IB Primary Years Program 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 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 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.

**Reports To:** ES School Principal

**Job Goal:** work as a member of the Elementary School team to provide teaching and support to elementary students.

### **Role Description/Working Relationships**

In conjunction with the Elementary School (ES) Principal, ES Homeroom Teacher is expected to work as a member of the ES team to provide support, both in and out of classrooms, for ES students.

### **Essential Duties and Responsibilities**

#### **With Students:**

- Deliver a teaching load as given by the ES Principal (or a pro-rata total to take into account positions of responsibility);
- Maintain clear records of achievement.
- Maintain effective discipline in the classroom and ensure the safety and security of the children in the class.
- Ensure that the appropriate curriculum is delivered as laid down by current Departmental and/or IB documentation.
- Ensure that appropriate evaluation strategies are used for each class (again, in conjunction with current Departmental and/or IB documentation).

#### **With Parents:**

- Provide detailed mid-semester and end-of-semester reports on all students.
- Keep regular contact with parents to inform them of developments and progress.

#### **With Faculty:**

- Develop and maintain topic planners, assessment tasks etc. in accordance with stated Departmental and/or IB policies.
- Be actively involved in the planning and development of the curriculum at BCIS.
- Work as a team member in departments and various interest groups of the Elementary School.
- Work closely with the Librarian and IT Head/Network Manager.
- Attend/give appropriate workshops.

#### **General:**

- Attend all meetings as required by the school administration.
- Keep up with subject developments.
- Carry out substitution and supervisory duties, within established acceptable guidelines, as required by the school administration.
- Serve as a role model at all times and in all areas of school life.
- Perform other duties as assigned by the Head of School, as described in the current Terms & Conditions document.

- Keep classrooms and teaching areas reasonably clean and tidy.

### Desired Qualifications

- Fluent in English
- Bachelor Degree in Education
- Teaching qualification
- Experience working with and specialization in primary education preferred
- Successful experience in working as part of a team

### Desired Disposition

Growth mindset, positive collaborator, effective communicator, reflective practitioner, compassionate colleague, inspired individual.

### Evaluation

In addition to actively reflecting on their own practices, the ES Learning Support is appraised by ES Principal in accordance with Board Policies and Protocols.

### Application Process

Candidates are requested to apply to [esprincipal@bcis.cn](mailto:esprincipal@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](http://www.bcis.cn) for more information about the school.

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|----------------------|-----------------|
| 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.*