

*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.*

## YCE EAL Foundational Year Teacher

### Who We Are

YueCheng Education (YCE) provides high-quality, internationalized education for 2-18-year-old students and is a pioneer in the internationalization of China's basic education. Our constituent institutions include Beijing City International School, YueCheng Education Research Institute, Learning Frontier, Reading Frontier, and YueCheng Courtyard Kindergarten. Our mission is to enrich and enhance learning by empowering its member institutions, letting children to have "roots to grow, wings to fly". Founded on a passion to challenge and empower young people to live fulfilling and productive lives, YCE opened Beijing City International School ([www.bcis.cn](http://www.bcis.cn)) in 2005. With the support of the YueCheng Educational Research Institute (YERI), this innovative school has provided the bedrock for YCE to extend its not-for-profit services to a wider community. The Learning Frontier ([www.learningfrontier.cn](http://www.learningfrontier.cn)) provides specialist support for children with learning and developmental needs, and the Reading Frontier ([www.readingfrontier.com](http://www.readingfrontier.com)) inspires in children a passion for reading for life. The Courtyard Kindergarten ([www.yuechengkg.com](http://www.yuechengkg.com)) opened its doors in October 2019. The strength of YCE lies in the quality of its international and Chinese staff, and the mutual support extended between the different but complementary institutions. YueCheng Education is an equal opportunity employer.

### Who We Are Looking For

**Job Goal:** YCE EAL Foundational Year teacher will provide English as a second language instruction to BCIS Middle School students following the school's adopted curriculum and a to deliver high quality teaching according to BCIS' definition of High-Quality Learning and Teaching.

**Reports To:** BCIS Secondary School Principal and Frontier Director

### Role Description/Working Relationships

In conjunction with the Secondary School (SS) Principal, the YCE EAL Foundational Year teacher works with the SS school teaching team to enable all students to learn effectively as well as providing support for the academic and pastoral needs of the students, supporting the aims and values of the School at all times. The key relationships are with Students, Parents, Teachers, MYP coordinators, SS Deputy Principal and Principal.

### Essential Duties and Responsibilities

#### Instructional Responsibilities:

- Effectively teach classes, as allocated, to a mixed-ability class (or classes), drawn from a wide range of cultural and educational backgrounds focused on students for whom English is not their first language.
- Teach across a range of ages and abilities, in the Middle School
- Organize and develop sequential and relevant learning through daily lesson plans and long range unit plans.
- Consistently administer common assessments to evaluate pupil progress, record results, issue meaningful reports to inform parents of progress, and determine student's readiness to exit the Foundational Programme.
- Maintain effective discipline in the classroom.
- Enrich the learning experience in the classroom by appropriately Incorporating various forms of technology and teaching methodology appropriate for second language learners.
- Demonstrate and pursue excellence in teaching the best practices in digital citizenship, including teaching and learning in a one -to-one laptop environment.
- Adhere to BCIS's child protection and safety policies and procedures.

- Contribute to the incorporation of subject standards and production, and the ongoing review of units and/or schemes of work.
- Support school wide initiatives directly or indirectly.
- Attend staff meetings as required.
- Schedule and carry out parent-teacher-student conferences.
- YCE Camp teaching and support.

**Operational Responsibilities: Administrative reporting**

- issue meaningful reports to inform parents of progress.

**Attributes of the YCE EAL Foundational Year Teacher will include:**

- Philosophical alignment with the school mission, vision and strategic plan initiatives.
- Understanding of and empathy for the learning, social and emotional needs of adolescents.
- Commitment to intellectual rigor and personalized learning.
- Strong communication skills.
- 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.
- Sense of humor and ability to see the good in all and presume positive intentions.

**Desired Qualifications**

- Bachelor's degree or higher in Language Teaching
- Teaching qualification
- Fluent communication in both written and spoken English & Chinese
- Experience as an EAL Teacher preferred
- Successful experience in working as part of a team.

**Work Year:** about 210 days as per YCE Calendar.

**Evaluation:** Performance of this job will be evaluated by the SS Principal and Frontier Director

**Employment Arrangements**

Working Hours: 8:00 am to 4:30 pm with 30 mins lunch break

Working Location: BCIS main campus or other designated location (if needed)

This position is hired under YCE.

**Salary & Benefits**

Monthly Gross Salary: RMB 20-35K, depending on school pay scale and candidates' teaching experience.

Bonus: 3 months gross salary fluctuating with annual performance and KPI after completing an initial three years' contract.

**Application Process**

Candidates are requested to apply to [career.yce@ycedu.cn](mailto:career.yce@ycedu.cn). 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 (inclusive of one reference from the latest employer)

Applicants should visit the YCE website at [www.yuechengeducation.com](http://www.yuechengeducation.com) for more information about us.

Application deadline open  
Start date 1st August 2024

*NOTE: The above job description reflects the general requirements necessary and describes principal 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.*