

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 Expatriate 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 (BCIS) 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 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, air-filtered facilities specifically designed to support our curriculum and progressive teaching and learning environment. The 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 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. In 2019 the Courtyard Kindergarten campus opened featuring a unique campus design of ancient and modern, China and the world, which allows children to engage in inspiring, open and connected learning spaces.

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school values. The language of instruction is English. Older students must either be fluent in the English language or willing to develop fluency through the school's EAL (English as an Additional Language) 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, the IB Middle Years and the IB Primary Years Programmes. The IB curriculum frameworks stress the importance of inquiry and educating the whole child. In addition, in 2018 BCIS launched its own inquiry-based, two-year high school diploma, IDEATE, to further personalize learning for high school students. 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 three campuses typically reaches 1,350 students.

About our Early Childhood Education

We are delighted to be hosting our youngest children in our two purpose-built LEED Gold Standard early years facilities. Our beautiful campuses allow us to create unique learning environments that encourage curiosity and support individual inquiry. Our campuses boast generously sized and well-resourced classrooms, teaching kitchens, indoor gyms and gross motor play spaces and well-resourced early childhood libraries. From roof-top gardens to an ancient Chinese courtyard, our beautifully landscaped outdoor learning spaces encourage both environmental and sensory experiences.

At BCIS, we 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

Beijing City International School 北京乐成学校
 No. 77 Baiziwang Nan Er Road, Chaoyang District, Beijing 100022, P. R. China
 Tel: +86 10 8771 7171 Fax: +86 10 8771 7778
 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

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.

Our children range in age from two to six years old: Toddler (two- to three-year olds), Nursery (three- to four-year olds), Prekindergarten (four- to five-year olds) and Kindergarten (five- to six-year-olds). Our early childhood programs are well-resourced with highly skilled practitioners of about 40 faculty and 40 teaching assistants across both campuses. The leadership team includes a Principal who works across both campuses and two site-based Deputy Principals and two Curriculum Coordinators. Each campus has Team Leaders as well who are empowered to move teams, projects and initiatives forward.

Role Description/Working Relationships

In conjunction with the Early Childhood Center (ECC) Principal, Deputy Principal and Curriculum Coordinator, ECC Expatriate Homeroom Teacher is expected to work as a member of the ECC team to provide support, both in and out of classrooms, for ECC student.

Essential Duties and Responsibilities

- Promotes the values and mission of BCIS.
- Ensures school-wide policies are implemented.
- Promotes and maintains a positive working environment in the school.
- Maintains open communication with staff.
- Works with children, other teachers and teaching assistants to create a learning community that is empowering, inspiring and challenging for young children
- Uses play-based approaches to extend children's learning and thinking
- Scaffolds and nurtures the development of each child's physical, cognitive, social, emotional and language needs.
- Prepares and maintains a learning environment where children learn through active exploration and interaction.
- Uses documentation to create a responsive curriculum to children's theories and thinking
- Ensures the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment and knowledge of emergency procedures.
- Maintains records designed to evaluate and report on each individual child's needs, strengths and interests.
- Partners with families and primary care-givers to develop positive home-school relationships.
- Provides direct supervision, training, guidance, leadership, and technical assistance to assigned assistant teachers.
- Assists with the children's transition into the program and exiting out of the program.
- Attends all meetings as required by the school administration.
- Carries out substitution and supervisory duties, within established acceptable guidelines, as required by the school administration.

Desired Qualifications

- Fluent in English
- Bachelor Degree in Education
- Teaching qualification
- Experience working with and specialization in early childhood education preferred
- 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 meaningful and a good understanding of the PYP;
- Ability to communicate effectively in written and oral form, using positive interpersonal skills with students, faculty, staff, administration and parents;
- Ability to organize, prioritize and manage work assignments in an efficient manner.

Beijing City International School 北京乐成学校
 No. 77 Baiziwan Nan Er Road, Chaoyang District, Beijing 100022, P. R. China
 Tel: +86 10 8771 7171 Fax: +86 10 8771 7778
 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

Work Year: Around 190 days per year. Salary to be established by Head of School with approval of Board.

Evaluation: In addition to actively reflecting on their own practices, the ECC Expatriate Homeroom Teacher is appraised by the Principal and/or Deputy Principal in accordance with Board Policies and Protocols.

Employment Arrangements: Appointment aligned with employment contract, full-time teaching load.

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.

Application deadline	open
Start date	1st August 2025

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.