



Beijing City International School 北京乐成国际学校  
No. 77 Baiziwang Nan Er Road, Chaoyang District, Beijing 100022, P.R. China  
Tel: +86 10 8771 7171 Fax: +86 10 8771 7778  
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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  
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北京市朝阳区东柏街11号, 100022



*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 Teaching Assistant 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



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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.

### About our Elementary School

The elementary school opened in September 2005 with eighty-four students and has grown significantly since this time. Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, Ireland, South Africa, 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 elementary school, we are authorized to offer the IB Primary Years Programme (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 encourages opportunities to develop understanding of self and others in a highly collaborative environment.

### About our Secondary School

In addition to the IB Diploma, BCIS offers a BCIS Diploma program that has been aptly named IDEATE. BCIS IDEATE Program empowers high school students to take charge of their own learning by truly ideating their own path of study. Fully accredited and recognized by universities around the world, IDEATE is a personalized, inquiry-based two-year high school diploma for senior students who want to pursue their passions, develop future-ready competencies, and apply their learning to be change-makers in their communities.

The secondary school consists of around sixty faculty and ten teaching assistants. The senior leadership team includes the Principal, Deputy Principal, DP curriculum coordinator and MYP curriculum coordinator as standing members with other coordinators and middle leaders invited in as needed. Each of the eight areas of learning has a Team Leader. These Team Leaders create an additional leadership group in the Secondary School.

Our curriculum includes standards and benchmarks taken from Australia, Great Britain and North America. Units are built around concepts and utilize Inquiry-based instruction. Assessment is ongoing, relevant and differentiated. As a continuum school, we also assess based on MYP criteria. External assessments include MAP, PSAT, SAT and GL PASS to ensure that our programs remain competitive with other international schools. Support services include two guidance counselors, two university guidance counselors, EAL teachers and teaching assistants (TAs), two learning support teachers and learning support TAs. In addition, the Librarian offers support as the Extended Essay coordinator.

Students participate in a robust Enrichment Activities program that includes a wide range of student-led, teacher-led and student-run activities. Students drive much of the program and have many opportunities to grow as leaders. BCIS offers three sports seasons and participates in ACAMIS, ISAC and Beijing-based leagues and associations. BCIS regularly participates in, and hosts, arts festivals (e.g., ISTA and TAPS) and student leadership events such as Global Issues Network (GIN), Model United Nations (MUN), Chinese Debate, and student-initiated business competitions and film festivals.

### Role Description/Working Relationships

To work as a member of the ECE team to provide support, both in and out of classrooms, for ECE students.

## Reports to

Principal or delegate of Beijing City International School

## Essential Duties and Responsibilities

- Promotes the values and mission of Beijing City International School.
- Implements school-wide policies.
- Promotes and maintains a positive working environment .
- Maintains open communication with staff.
- Supports the school's strategic goals of personalization, collaboration and leadership.
- Promotes and maintain a calm, caring, and appropriately challenging environment for children.
- Develops a deep understanding of the school's curriculum and assessment policies and practices.
- Plays with the children to enhance and extend their curiosities and inquiries.
- Assists the teachers with tasks in and outside the classroom that have a direct impact on children's learning.
- Assists teachers with translation and communication with parents and school-related business.
- Refers all parent questions, comments and concerns directly to the appropriate teachers.
- Assists children's self-care abilities by supporting children to become independent. This may include:
  - toilet training/ diaper changing,
  - eating lunches and snacks,
  - dressing and undressing,
  - children's rest time including supervision.
- Documents children's learning as informed by the teacher.
- Escorts and supervises children when moving around the campus.
- Works with small groups of students as directed by the teacher and support children's learning in all different areas.
- Supports children's language learning in English and Mandarin.
- Assists in completing necessary administration forms
- Attends all meetings as required by the school leadership team.
- Carries out substitution and supervisory duties, within established acceptable guidelines, as required by the school leadership, such as participating in after-school activities, open days, etc.
- Contributes to the success of the school through attendance at Open Houses, Spring in the City and the like
- Participates in professional development opportunities.

## Desired Qualifications

- Fluent in English
- Bachelor's degree and above in English, Education or relevant
- Teaching qualification
- Experience working with and specialization in early childhood education preferred
- Successful experience in working as part of a team

## Evaluation

In addition to actively reflecting on their own practices, all BCIS Teaching Assistants are appraised by the Principal or delegate in accordance with Board Policies and Protocols.

## Application Process

Candidates are requested to apply to [ECCPrincipal@bcis.cn](mailto:ECCPrincipal@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



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- 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.

Application deadline	Open
Start date	1st August 2025

**NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and 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.**