

Beijing City International School 北京乐成学校
 No. 77 Baiziwang Nan Er Road, Chaoyang District, Beijing 100022, P. R. China
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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
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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.

Early Childhood Center Deputy Principal

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. 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.

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 framework stresses the importance of inquiry and educating the whole child. In addition, the Early Childhood Center also provides a Toddler program with children commencing their educational journey from two years of age. 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 is approximately 1,400 students, with 260 children currently enrolled in the ECC.

About the Early Childhood Center (ECC)

The ECC follows the IB Primary Years Programme (PYP) framework from Nursery to Kindergarten, while the Toddler program uses the Early Years Learning Framework to guide the programme. Play-based pedagogies and 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 and teachers to construct understanding and meaning. We place an emphasis on learning concepts, skills, approaches to learning and knowledge, and consider these early years to be of the utmost importance in preparing the children for a life of learning. A particular focus is how young children come together and learn from and with each other, and the teacher's role in responding to children and their play. The center also prides itself on forming strong relationships with families that encourage them to take part in our learning programmes.

We are delighted to be hosting our children in our purpose-built LEED Gold Certified air filtered facility. Our beautiful campus allows us to create unique learning environments that encourage curiosity and support individual inquiry. The campus boasts generously sized and well-resourced classrooms, seven teaching kitchens, gymnasium, an indoor play space, an early childhood library, a roof-top garden and landscaped outdoor learning spaces encouraging both environmental and sensory experiences.

Children at the ECC range in age from two to six years old. We have two sections of Toddler (two to three-year old's), four sections of Nursery (three to four-year old's), three sections of Pre-Kindergarten (four to five-year old's) and five sections of Kindergarten (five to six-year old's). The ECC consists of about 35 faculty and 35 teaching assistants. The leadership team includes the ECC Principal, ECC Deputy Principal and Curriculum Coordinator. Each of the grade levels has a Team Leader who acts as a horizontal facilitator. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

Key Areas of Responsibility for the BCIS Early Childhood Center Deputy Principal

Job Purpose: To provide strategic leadership and operational management that ensures a cohesive, supportive, and responsive learning environment for all ECC students. This role is specifically responsible for aligning the pastoral care, operations of the ECC and academic support systems. The BCIS Early Childhood Center Deputy Principal will be a pedagogical expert in progressive early childhood education; a compassionate leader for children and their families; and will work with the ECC faculty to develop a shared pedagogy. The Deputy Principal takes responsibility for the day-to-day operational excellence and the distinctive, progressive culture of the ECC.

The incoming Early Childhood Center Deputy Principal will play a critical role in leading with strategic priorities focusing on:

- Pastoral Support: Create the support systems for an inclusive learning environment that enables all children to thrive through inspiration and empowerment.

1. Visionary, Strategic and Instructional Leadership

- Work with the ECC Principal to provide visionary leadership for the ECC that is deeply aligned with the BCIS mission, educational philosophy, strategic plan, and goals.
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- Work with the ECC Faculty and Leadership team to maintain, nurture, and develop the progressive, joyful culture of the ECC. Work with the ECC Principal to monitor and lead initiatives to support the holistic well-being of children, families, and staff, ensuring programs are grounded in current progressive Early Childhood Education research.
- Serve as a key member of the BCIS Instructional Leadership Team, contributing to school-wide pedagogical direction.

2. Teaching, Learning, and Curriculum Development

- Partner with the Curriculum Coordinator to develop, implement, and evaluate inclusive, innovative, and differentiated learning programs that meet the needs of children with complexities.
- Works with the principal to support high-quality teaching and learning by observing practice, providing feedback, and facilitating professional learning communities.
- Assist teachers with pedagogical strategies for supporting children's self-regulation, positive behavior, and social-emotional development.
- Supports the development of the curriculum implementation plan in the ECC. This includes documentation and articulation of the planned and taught curriculum across all subjects and all grade levels.

3. Faculty Leadership & Operational Management

- Arrange for cover and substitute teaching staff when unexpected situations arise.
- Develop systems and structures of using time with teachers to ensure the best possible learning environment for children, including supervising the After School Care and Enrichment Activities program
- Work cross culturally across departments within the school for the implementation of clear, effective and efficient systems respecting the responsibilities of each department
- Supports the principal to recruit, retain, and support highly motivated and skilled educators
- Serve on the Instructional Leadership Team, ensuring the pastoral divisional goals align with school-wide vision.

4. Oversight of Student Support and Pastoral Care

- Ensuring smooth and transparent interactions with families to support ongoing growth of children
- Develop and implement effective systems and structures for the early screening and identification of children who may benefit from additional support.
- Create strong partnerships with external agencies and allied professionals (e.g., occupational therapists, speech and language pathologists) to secure necessary support for children.
- Work with teachers to create and monitor personalized learning plans that include appropriate adjustments and accommodations
- Uphold safeguarding as a non-negotiable priority, ensuring all policies and training are rigorously implemented.
- Conduct parent information sessions related to the ECC, offering workshops and open house events to foster engagement, share updates, and support student success through clear and effective information exchange.

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Key Attributes Sought in the BCIS Early Childhood Center Deputy Principal

- Philosophical alignment with BCIS vision, mission, vision, strategic plan and goals.
- A sound understanding of progressive Early Childhood education, extensive knowledge of how young children learn, inquire and explore their world in order to make meaning.
- Previous success in instructional leadership.
- Ability to communicate effectively in written and oral form, using positive interpersonal skills with children, faculty, staff, administration and families.
- Commitment to intellectual rigor and personalized learning.
- A high emotional intelligence quotient and the capacity to be both compassionate and clear while respecting a diverse community of students, parents and professional staff.
- A healthy balance of organization and efficiency.
- Ability to collaborate and build relationships as a member of BCIS leadership team.
- Sense of humor and ability to see the good in all and presume positive intentions.

Required Qualifications

- A proven record of outstanding leadership experience in progressive Early Childhood Education.
- A graduate degree in education.
- Experience with, and thorough knowledge of, the IB PYP programmes while it is desirable to have some knowledge of the Early Years Learning Framework.
- Experience working in a culture other than your own.

Salary and Benefits

The salary will be regionally competitive and commensurate with the qualifications and experience of the successful candidate. The package includes: generous salary, furnished housing, medical insurance, annual travel allowance, shipping allowance, tuition for dependent children, ample professional development opportunities and the benefit of belonging to both a highly engaged leadership team and a warm, caring and innovative community.

Application Process

Interested candidates are requested to apply to the Head of School headofschool@bcis.cn and to send the following in a single PDF document:

- Cover letter
- Educational Philosophy
- Resume
- Up to date contact information of four references

Shortlisted candidates will be interviewed remotely and shortly thereafter finalist candidates will be invited to Beijing to visit with the school, along with spouse, if applicable and if travel allows. Candidates are requested to submit the requested materials as early as possible, as the search committee reserves the right to close the selection process at



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any time if the right candidate is found. The Search Committee will conduct initial interviews as applications are received.

Application deadline open
Start date 1st August 2026

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.

BCIS is an equal opportunity employer.