

Beijing City International School 北京乐成学校
 No. 77 Baizhuan 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

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.

BCIS Early Years & Elementary School Counsellor

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.

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 is approximately 1,400 students, with 500 children in the Elementary School.

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About the Elementary School

The Elementary School consists of grade 1-5. The Elementary School leadership team includes the Principal, Deputy Principal and PYP curriculum coordinator. Each of the grade level teams has a Team Leader. These Team Leaders create an additional leadership group in the Elementary School. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

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. Support services include two guidance counselors, ELL teachers, TAs and learning support teachers and learning support TAs. In addition, the Librarian offers additional support.

Students participate in a robust Enrichment Activities program that includes a wide range of teacher-led and student-run activities. Students drive much of the program and have many opportunities to grow as leaders. BCIS has facilities that are envied by schools across the city and throughout the region.

About BCIS Courtyard Kindergarten

BCIS Courtyard Kindergarten, conveniently located in the Shuangqiao area of Chaoyang District, is part of Beijing City International School. The Courtyard Campus opened in 2019 but is part of the BCIS 20 year history of outstanding, progressive international education. The kindergarten features a unique campus design of ancient and modern, China and the world, which allows children to engage in inspiring, open and connected learning spaces. The kindergarten's facilities include: open learning spaces, an indoor gym and theater, rooftop and outdoor play spaces, teaching kitchen, a parents' center and much more. The design of the spaces demands teachers to think creatively, work in an innovative way and collaborate in the learning program planning and delivery.

Crystallizing the pioneering and innovative experiences of providing international education for years, the Courtyard Kindergarten Curriculum builds on the very best practices from Beijing City International School that enables young children to learn through investigative play. While providing high-quality international education, the kindergarten also honors the best of Chinese language and culture, creating a dialogue between the past, the present and the future.

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.

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Reports to: Elementary School Principal (80% allocation to the Elementary School and 20% allocation to ECC and CK)

Key Areas of Responsibility for the BCIS Early Years & Elementary School Counsellor

Job Purpose: In conjunction with Principals, the BCIS Early Years & Elementary School Counsellor Elementary School Counselor is expected to work closely with students, teachers, and parents to provide guidance and support to Elementary School students. The counselor will work with the extended student support team to help students develop the skills necessary to achieve their full academic and personal potential, and will foster a safe, student-centered learning environment for all students.

1. Direct Student Support & Counseling

- Provide individual and small-group counseling sessions to address critical topics including mental health and wellness, academic performance, attendance, family dynamics, peer relationships, and behavioral challenges.
- Implement proactive and reactive strategies for student support.
- Counsel students, parents, and guardians to enhance student success and resolve complex issues affecting the student's school experience.
- Monitor students' academic and social progress to identify areas of concern and develop appropriate intervention strategies.

2. Program Development & Advisory

- Design and implement special programs (e.g., peer mentoring, transition workshops, wellness seminars) to assist students in moving successfully between school levels and planning for their future education and training.

3. Collaborative Intervention & Coordination

- Team with teachers and school administration to design, implement, and monitor intervention plans for students struggling academically or socially-emotionally.
- Provide actionable recommendations for parents and teachers to be implemented in both home and school settings to support student growth.
- Serve as a central liaison by coordinating with teachers, administrators, resource specialists, and community agencies (e.g., service clubs, courts, child protective services) to secure resources, share information, and ensure a wraparound support system for students.
- Conduct parent information sessions about Pastoral Care, offering workshops and open house events to foster engagement, share updates, and support student success through clear and effective information exchange.

Key Attributes Sought in the BCIS Elementary School Counsellor

- Philosophical alignment with the school mission, vision and strategic plan initiatives.
- Understanding of and empathy for the learning, social and emotional needs of elementary school students.
- 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.

Required Qualifications

- Fluent in English
- Bachelor's degree in mental health counseling, psychology, special education, social work or related field
- Teaching qualification

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- Experience working with and specialization in elementary education preferred
- Successful experience in working as part of a Elementary School team

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 esprincipal@bcis.cn and to send the following in a single PDF document:

- Cover letter
- Educational Philosophy
- Resume
- Educational experience and achievements or performance highlights

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 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.