

***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 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. The 51,000 square meter main campus sits on 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 (U.S. Green Building Council's LEED Gold Standard) of environmental sustainability, in line with the school's mission.

BCIS is an inclusive school that admits students who can benefit from our program and whose families are committed to our school mission. 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 Programme in Grades 11 and 12, the IB Middle Years Programme in Grades 6 to 10 and the IB Primary Years Programme from Nursery to Grade 5. The IB programs stress the importance of inquiry and educating the whole child. The language of instruction is English. 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).

Current enrollment across the two campuses is 1,300 students, with approximately 350 children at the Early Childhood Center.

### About the Early Childhood Center (ECC)

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, a triple-sized gym, an indoor gross-motor play space, an amazing early childhood library, a roof-top garden and beautifully landscaped outdoor learning spaces encouraging both environmental and sensory experiences.

At the ECC we follow the IB Primary Years Programme (PYP) curriculum framework and use play-based investigative pedagogy and student-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 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.

In addition, the ECC enjoys the ability to offer a collaborative intergenerational partnership between the Golden Heights retirement community and BCIS. Situated next door to the ECC campus, the retirement community is a member institute of the school's larger parent company, YueCheng group. Research points to the benefits afforded to both the youthful and the experienced through intergenerational relationships therefore the school warmly embraces this unique opportunity to foster connections that span a number of generations.

Children at the ECC range in age from two to six years old. We have four grades including toddler (two to three-year old's), nursery (three to four-year old's), prekindergarten (four to five-year old's) and kindergarten (five to six-year old's). The ECC leadership team consists of the ECC Principal, ECC Deputy Principal and Curriculum Coordinator. Each of the grade levels has a Team Leader who acts as a horizontal facilitator as well as vertical Team Leaders for the areas of Literacy, Chinese Studies, Sustainability and Activities. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

### Reports to: Head of School

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

**Job Purpose:** The ECC Principal serves as the visionary and strategic leader of the division, with primary accountability for elevating the school's academic prestige and driving ambitious enrollment growth. This role holds overarching responsibility for aligning all ECC programs with the BCIS mission and strategic plan. As the instructional leader for ECC teaching faculty, the Principal leads the appraisal process of teachers in the ECC. Furthermore the principal leads the review and potential redesign of the academic program, ensures vertical curriculum articulation within the ECC and champions data-informed decision-making through deep analysis of feedback and student reports to identify trends and implement targeted interventions. The Principal ensures a high level of responsiveness throughout the admissions process, prioritizing timely engagement with prospective families. This includes leading or supporting student and family interviews to ensure decisions are made efficiently while maintaining alignment with BCIS values and expectations.

The Principal serves as the primary liaison between the ECC and the School Leadership Team. They foster strong home-school partnerships through transparent communication, participate in admissions processes to uphold BCIS standards, and uphold safeguarding as a non-negotiable priority. As chair of the ECC Leadership Team, the Principal ensures divisional goals align with the school-wide vision.

In addition, the ECC Principal will take the lead in the following areas:

- Instructional Leadership - Oversee the implementation of research-based instructional practices across all ECC classrooms, ensuring teaching strategies effectively engage students and promote deep learning aligned with the IB framework.
- Teacher Appraisal - Coordinate the comprehensive evaluation of teaching faculty through classroom observations, student outcome analysis, and professional goal-setting to support continuous growth and maintain instructional excellence.
- Safeguarding - Ensure all ECC practices, policies, and procedures prioritize student safety and wellbeing, with all staff trained to identify concerns and respond appropriately to protect vulnerable students.
- Recruitment/Hiring - Lead the identification, interview, and selection of highly qualified teaching staff whose philosophy and expertise align with the BCIS mission and the unique demands of ECC programs.
- Professional Learning ECC Divisional Plan - Develop and execute an annual professional development plan aligned with divisional goals, ensuring all faculty engage in targeted learning that enhances their instructional practice.
- Staffing Profile and Workforce Planning – Lead the development and ongoing review of the ECC staffing profile, ensuring personnel structures, deployment, and recruitment align with enrolment needs, programme priorities, and the delivery of high-quality learning experiences.

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- Budget Planning and Resource Management – Oversee the development and management of the ECC budget, ensuring responsible stewardship of resources and alignment of financial decisions with divisional priorities, strategic goals, and student learning needs.
- Staff Meeting Schedule - Design and communicate a purposeful calendar of faculty meetings that maximizes collaboration time while respecting teacher workload and ensuring productive progress on divisional priorities.
- Semester Reporting - Coordinate the production and distribution of accurate, meaningful semester reports that communicate student progress, achievement, and areas for growth to students and families.
- Schoolwide policy creation, policy review, and policy updates - Contribute ECC perspectives to schoolwide policy development, ensuring new and revised policies effectively serve ECC students and align with divisional needs.
- Admissions, Enrollment, and Retention - Support the admissions team to evaluate prospective students, conduct interviews, and make placement decisions that ensure strong student-program fit. Champion the ECC and the whole school externally by supporting promotional efforts, continuously improving Open House quality, and representing the division at enrollment events. Additionally, work collaboratively to develop retention strategies that keep current students engaged, supported, and committed to the school through graduation.
- Student and Family Interviews - Ensure a high level of responsiveness throughout the admissions process by prioritizing timely engagement with prospective families, including leading or supporting student and family interviews to facilitate efficient decision-making aligned with BCIS values and expectations.
- ECC Parent, Student and Teacher Handbooks - Lead the annual review and update of ECC handbooks, ensuring policies, procedures, and expectations are clearly communicated and accessible to all stakeholders.
- Teacher Allocations – Leads teacher assignments to courses and grade levels, matching faculty strengths with student needs to optimize learning outcomes across all programs.
- Jintian (Teacher daily communication) - Manage the Jintian platform for daily teacher communications, ensuring efficient sharing of announcements, reminders, and urgent information that keeps faculty informed and connected.
- Health and Safety (Committee) - Participate in health and safety planning and review, advocating for ECC student needs while ensuring all safety protocols are understood and followed within the division.
- Fire Drills and Evacuation – Consults with Campus Management to organize regular fire drills and evacuation practices within the ECC, ensuring all students and staff respond calmly and correctly in emergency situations.
- Student Health Emergencies - Support the Campus Management team in communicating clear protocols for responding to student health emergencies, ensuring staff are prepared and medical needs are addressed promptly and appropriately.
- Setting divisional yearly and semesterly goals for the ECC.
- Developing yearly, semesterly and monthly plans to ensure strategic goals are met.

### Required Qualifications

- A proven record of outstanding leadership experience at a senior level.
- A graduate degree in education.
- Deep knowledge and understanding of developmental milestones of young children.
- Working knowledge of the IB Primary Years Programme
- Experience of 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.

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### Application Process

Interested candidates are requested to apply to the Head of School [headofschool@bcis.cn](mailto:headofschool@bcis.cn) and to send the following asap:

- Cover letter
- Educational Philosophy
- Resume
- Up to date contact information of four references
- Educational experience and achievements or performance highlights

Applicants should visit the school website at [www.bcis.cn](http://www.bcis.cn) for more information about the school.

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 2027

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.

*BCIS is an equal opportunity employer.*