

***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 Elementary School 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.

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 framework stresses 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.

### **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.

### **Reports to: Head of School**

#### **Key Areas of Responsibility for the BCIS Elementary School Principal**

**Job Purpose:** The Elementary School 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 elementary school programs with the BCIS mission and strategic plan. As the instructional leader for Elementary School teaching faculty, the Principal leads the appraisal process of teachers in the Elementary School. Furthermore, the principal leads the review and potential redesign of the grade 1-5 program, ensures vertical curriculum articulation with the ECC and Middle School, and champions data-informed decision-making through deep analysis of formative feedback, Semester reports, MAP data, and other external assessments to identify trends and implement targeted interventions.

The Principal serves as the primary liaison between the Elementary School 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 Elementary School Leadership Team, the Principal ensures divisional goals align with the school-wide vision.

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

- Instructional Leadership - Oversee the implementation of research-based instructional practices across all elementary school 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 elementary school 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 elementary school programs.
- Professional Learning ES 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.
- 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 elementary school perspectives to schoolwide policy development, ensuring new and revised policies effectively serve secondary students and align with divisional needs.
- Standardized Testing (MAP, Level Learning, etc.) - Coordinate the administration of key standardized assessments. Analyze and share resulting data to inform targeted instructional interventions, language support, and pastoral care strategies that respond effectively to individual student needs.
- Admissions, Enrollment, and Retention - Partner with the admissions team to evaluate prospective students, conduct interviews, and make placement decisions that ensure strong student-program fit. Champion the Elementary School externally by leading 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.
- ES Parent, Student and Teacher Handbooks - Lead the annual review and update of Elementary school handbooks, ensuring policies, procedures, and expectations are clearly communicated and accessible to all stakeholders.
- Arranging Teacher coverage - Ensure seamless continuation of instruction during teacher absences by securing qualified coverage and communicating expectations clearly to all stakeholders.
- Teacher/Staff Absence- cover - Coordinate timely, appropriate coverage for absent teachers to ensure uninterrupted student learning and minimal disruption to the school day.
- 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.
- Campus Safety (Committee) - Participate in campus safety planning and review, advocating for elementary school student needs while ensuring all safety protocols are understood and followed within the division.
- Fire Drills and Evacuation - Coordinate regular fire drills and evacuation practices within the elementary school, ensuring all students and staff respond calmly and correctly in emergency situations.
- Student Health Emergencies - Establish and communicate clear protocols for responding to student health emergencies, ensuring staff are prepared and medical needs are addressed promptly and appropriately.
- Elementary School Campus Management - Oversee the daily physical environment of the elementary school, ensuring learning spaces are safe, welcoming, and conducive to the educational program.

- Enrichment Activities roll out (Student Communication) - Coordinate the introduction and communication of extracurricular enrichment opportunities, ensuring students receive clear, timely information about how to participate and benefit from expanded learning experiences.
- Setting divisional yearly and semesterly goals for the Elementary School.
- Developing yearly, semesterly and monthly plans to ensure strategic goals are met.

### **Key Attributes Sought in the BCIS Elementary School Principal**

- Deep philosophical alignment with the BCIS mission, vision, strategic plan, and educational values.
- A passion for working with elementary students and a strong understanding of their developmental needs.
- Proven experience in elementary school education, with a track record of fostering empowerment, innovation and academic excellence.
- Commitment to personalized learning and intellectual rigor within a caring and inclusive environment.
- Strong communication skills, with the ability to inspire, inform, and connect with diverse audiences.
- High emotional intelligence and cultural sensitivity, with the ability to lead with compassion, clarity, and integrity.
- Capacity to prioritize, delegate, and manage multiple responsibilities effectively.
- Leadership style marked by approachability, transparency, decisiveness, and accountability.
- Collaborative mindset and ability to build strong relationships within the Elementary School leadership team and across the school.
- Enthusiasm for contributing to educational innovation in the host country, P.R. China.
- A sense of humor and a positive outlook, with the ability to foster joy and resilience in the school community.

### **Required Qualifications**

- A proven record of outstanding leadership experience in Elementary School education.
- A graduate degree in education.
- Experience with, and thorough knowledge of, the IB Primary Years Programme (PYP).
- Understanding of best practices in curriculum development, instruction, data driven decision-making, assessment, and student support services (EAL, and Learning Support)
- 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](mailto:headofschool@bcis.cn) and to send the following in a single PDF document:

- Cover letter
- Educational Philosophy
- Resume
- Filled [application form](#) (for those candidates not registered with Search Associates)
- 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.

Applicants not registered with Search Associates should be aware that prior to the initial interview, we will reach out to references for candidates that will advance in the recruitment process.

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.*