

*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.*

## **Expatriate Homeroom Teacher**

### **BCIS Courtyard Kindergarten, 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 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. It is the home of the BCIS Elementary, Middle and High Schools. BCIS operates two kindergartens on separate campuses: Courtyard Kindergarten (CK) and Early Childhood Center (ECC).

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school mission. The language of instruction is English and 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. The school has aligned the Chinese National Curriculum with the BCIS curriculum and is 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 in the ECC, elementary, middle and high school sections. BCIS is accredited by CIS and WASC and is a member of the Council of International Schools (CIS). The school is 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 1,350 students, with 60 children currently enrolled in the CK campus.

#### **About BCIS Courtyard Kindergarten**

BCIS Courtyard Kindergarten, located in the Shuangqiao area of Chaoyang District, is part of Beijing City International School. The Courtyard Campus opened in 2019 and is part of the BCIS 20-year history of outstanding, progressive international education. The kindergarten features a unique campus design of ancient and modern, which allows children to engage in inspiring, open and connected learning spaces. It is built to an extremely high standard (LEED Gold Standard) of environmental sustainability with a 300-year-old courtyard at its heart. It is renowned for integrating traditional courtyard architecture with a modern learning environment. The school's core culture revolves around four key harmonies - ancient and modern, China and the world, environment and people, adults and children - embodying a balanced blend of Eastern and Western wisdom. The facilities include open learning spaces, an indoor gym and theater, shared learning labs, rooftop and outdoor play spaces, teaching kitchens, a parents' center and much more. The design of the spaces demands teachers to think creatively, work in innovative ways and collaborate in the learning program's planning and delivery.

Crystallizing the pioneering and innovative experiences of providing international education since its opening, the Courtyard Kindergarten Curriculum stresses the importance of inquiry and educating the whole child 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.

**Reports to: BCIS CK Principal**

## Key Areas of Responsibility for the BCIS CK Teacher

Job Purpose: To empower children to live healthy and positive lives as confident and creative learners through the use of progressive, rigorous and personalized play-based pedagogies.

### Employee As Team Member

- Promotes the values and mission of BCIS.
- Implements school-wide policies.
- Upholds the BCIS Code of Conduct in daily life.
- Possesses a positive outlook, as well as the ability to see the good in all and presume positive intentions in others.
- Communicates effectively in written and oral form.
- Actively participates in school activities and events, meetings and open houses.
- Contributes to Board and accreditation reports as required.
- Carries out supervision duties.
- Carries out Enrichment Activity (EA) duties as required.
- Provides direct supervision, training, guidance, leadership, and technical assistance to assigned assistant teachers.

### Teacher As Researcher

- Possesses a sound understanding of early years education, as well as extensive knowledge of how young children learn, inquire and explore their world.
- Is passionate about working with young children.
- Pursues professional learning and developing best teaching practices.
- Develops a deep understanding of CK's curriculum and assessment policies and practices.
- Ensures one's teaching and learning practices are in accordance with the school's foundational principles.
- Understands and utilizes child developmental knowledge when planning and implementing learning experiences.
- Uses a "playful inquiry" approach to support and extend children's learning, questioning and thinking.
- Continuously plans and maintains an organized, engaging, and appropriately challenging learning environment where children actively investigate and develop social skills.
- Ensures the safety of children through constant supervision, effective arrangement of space and materials, as well as knowledge of all Health & Safety procedures.
- Effectively documents each child's learning and planning for their next steps.
- Maintains records designed to evaluate and report on each individual child's needs, strengths and interests.
- Completes relevant planning, assessing and reporting documentation within the required timeframes.
- Supports the school's strategic goals and contributes to ongoing curriculum review and development.
- Contributes to the selection of educational resources and materials.

### Children As Learners

- Builds a strong relationship with each child that assists in personalizing their learning in a way that respects their pace of development.
- Cultivates a supportive community where each child feels known, valued, and a sense of belonging through purposeful relationship-building and group activities.
- Maintains high, yet personalized, expectations of children.
- Encourages and develops each child's identity as a reader, writer, mathematician, scientist, artist, etc.
- Fosters a culture of literacy and numeracy through an inquiry-based approach, where reading, writing and math are used as tools for research, communication, and reflection.
- Supports children's early literacy readiness through developmentally appropriate stages of phonological awareness, phonemic awareness and phonics skills in authentic learning moments.
- Supports children's early numeracy readiness through developmentally appropriate stages in authentic learning moments.
- Supports children's mark-making, drawing and writing through developmentally appropriate stages in authentic learning moments.
- Cultivates each child's ability to use language as a means for self-expression and action taking, while consistently connecting developing skills directly to the BCIS Graduate Profile.
- Facilitates engaging activities from the wellbeing curriculum to develop children's self-awareness, social-emotional skills, and life strategies.
- Scaffolds and nurtures the development of each child's independent self-care abilities inclusive of but not limited to:
  - toilet training/diaper changing
  - napping

- eating and drinking
- changing shoes
- dressing and undressing
- Proactively identifies, monitors, and supports children by analyzing their learning attitudes, achievements, and specific challenges to design targeted interventions if needed.
- Ensures the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment and knowledge of emergency procedures.

#### **Parents As Partners**

- Partners with parents and primary caregivers to develop positive home-school relationships.
- Communicates effectively with parents and primary caregivers to explain and discuss a child's learning in person or through writing.
- Communicates with parents to plan and guide their child's transition when starting school and leaving the school.
- Shares with parents and primary caregivers the children's participation in classroom and school events and activities, as well as their learning through photos, videos and writing on SeeSaw.
- Supports parent learning and information sessions, to foster engagement, share updates, and support children's success through clear and effective information exchange.

#### **Required Qualifications**

- Bachelor's degree or higher in education or relevant field
- Teaching qualification
- Fluent communication in both written and spoken English
- A sound understanding of Early Childhood education and child development, extensive knowledge of how young children learn, inquire and explore their world through play to make meaning and a good understanding of play-based and inquiry education.
- At least 2 years of experience working as a homeroom teacher in early years education.

#### **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, professional development opportunities and the benefit of belonging to both a highly engaged team and a warm, caring and innovative community.

#### **Application Process**

Interested candidates are requested to apply to [ckprincipal@bcis.cn](mailto:ckprincipal@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                      A u g    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.*