

Beijing City International School 北京乐成国际学校
 No. 77 Baizhuan Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
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 北京市朝阳区百子湾南二路77号, 100022

 **BCIS** BEIJING CITY INTERNATIONAL SCHOOL
 北京乐成国际学校

 文行
 忠信 Empowering and
 Inspiring through Challenge
 and Compassion

Beijing City International School Early Childhood Center 北京乐成国际学校幼儿园
 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

www.bcis.cn

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.

Elementary School Visual Arts Teaching Assistant **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 (BCIS) 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 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, air-filtered 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. In 2014 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. 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 typically reaches 1,400 students.

About our Elementary School

The elementary school opened in September 2005 with eighty-four students and has grown significantly since this time. Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, Ireland, South Africa, and the United Kingdom. The elementary school serves children from Grade 1 through Grade 5. It is organized into self-contained classes with mixed-ability groupings. In the elementary school, we are authorized to offer the IB Primary Years Programme (PYP) and have creatively and authentically embedded the Chinese National Curriculum within our program of inquiry. This is a curriculum framework that covers all key learning areas – Chinese, language arts, mathematics, science, social studies, arts (visual art and music), and personal, social and physical education. PYP utilizes an inquiry-based approach to learning with emphasis on skills acquisition in a transdisciplinary format. We strive to educate the whole child in a positive learning environment that nurtures the continuous progress of each child. Our transdisciplinary, child-centered and inquiry-based approach encourages opportunities to develop understanding of self and others in a highly collaborative environment.

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Reports To: ES School Principal

Job Goal: The Elementary School Arts Teaching Assistant will work as a member of the Arts team to provide support, both in and out of classrooms, for Elementary School Arts students.

Functional Relationships: Elementary School Principal, PYP Coordinator, Counselors, Arts Team Leader, Subject Teachers, Administration Staff, Students, and Parents.

Role Specifications:

Support teacher's with classroom setup: provide assistance in the learning experiences for students on daily basis:

- Preparation for daily teaching activities in required formats.
- Careful storage of student's art works and materials
- Maintenance of art room space.
- Clean and replenish each station's materials for students to use.
- Keep classroom tools and equipment safe and take action with damaged or broken equipment.
- Be flexible and adapt to changes in an IB learning environment.

Storeroom management and material orders:

- To facilitate efficient and effective storage of arts department stock and materials as needed, manage two storage rooms and keep materials in categories.
- Oversee and check the quantities of materials, reorder them, in plenty of time, ready for learning activities if necessary.
- Liaising with Purchasing Department to draft purchase requests and submit the order forms of art materials. Once packages arrived campus, confirm and check deliveries.
- To maintain an ordered record of purchase requests and Fapiao
- Keep storage room equipment and props tidy and free from damage.

Provide assistance in the learning experiences for students on a daily basis:

- Support students by following teachers' lesson plans and instructions.
- Help lead small group students for differentiated activities.
- Reinforcing the lesson and behavior expectations as same as teachers to students.
- Providing language translation for ELL students.
- Making sure the health and safety expectations are followed in each area.

Curating student artworks on display:

- High quality displays in required formats.
- Organize and label students' artworks.
- To assist in the upkeep of the BCIS Elementary school arts facility, and maintain artwork around the campus.
- To attend visual arts department events and assist teachers to set up and reset galleries which may require after school time.

Liaising with Property Management (PM) to maintain office equipment and facilities

Liaison /Communication:

- To enact the school's philosophy and mission through interactions with students, staff and administration.
- To liaise with teaching staff on a daily basis to check requirements for the following days teaching and activities.
- To liaise on a weekly basis with the teaching staff in the arts to check the requirements for upcoming events.
- To liaise with Property Management for any maintenance work or construction assistance required.
- To follow a daily schedule developed in collaboration with the arts staff and team leader.
- To attend weekly departmental meetings.
- Any other duties considered reasonable as requested by the arts Department in line with its program of activities and studies.

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- When necessary work with the wider school communities on special events support is needed.
- Serve as a role model at all times and in all areas of school life .
- Keep classrooms and teaching areas reasonably clean and tidy.
- Complete any other tasks as assigned by the Elementary School Principals or Head of School.

Professional Development:

- To attend any necessary Professional Development activities deemed necessary by principal and team leader.
- To ensure that you are fully up to date with Health and Safety training.

Desired Qualifications

- Bachelor's degree or higher in education or relevant field
- Teaching qualification
- Fluent communication in both written and spoken English
- Knowledge of the IB PYP program
- Experience with elementary students preferred.
- Successful experience in working as part of a team.
- Flexible and motivated to learn new teaching methodologies and support strategies

Desired Disposition

Growth mindset, positive collaborator, effective communicator, reflective practitioner, compassionate colleague, inspired individual.

Evaluation

In addition to actively reflecting on their own practices, the ES Visual Arts Teaching Assistant is appraised by ES Principal in accordance with Board Policies and Protocols.

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.