BCIS BEIJING CITY INTERNATIONAL SCHOOL 北 京 乐 成 学 校

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文行忠信 Empowering and Inspiring through Challenge and Compassion

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.

BCIS High School IDEATE Coordinator

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 260 children at the High School.

About the High School

Many students in the High School choose to enroll in the IB Diploma Program. The IB Diploma Programme (IBDP) offers a comprehensive and challenging two-year curriculum, culminating in final examinations. Designed for highly motivated students aged 16–19, it incorporates the best elements of global education systems, establishing broad and balanced academic depth.

In addition to the IB Diploma, BCIS offers a BCIS Diploma program that been aptly named IDEATE (ID8). BCIS IDEATE Program empowers high school students to take charge of their own learning by truly ideating their own path of study. The BCIS IDEATE Program is for students who want to pursue their passions, develop future-ready competencies, and apply their learning to be

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change-makers in their communities. Fully accredited and recognized by universities around the world, IDEATE is a personalized, inquiry-based high school diploma for students who want to pursue their passions, develop future-ready competencies, and apply their learning to be change-makers in their communities. Students can begin an IDEATE personalized pathway to graduation from G9.

The senior leadership team includes the Principal, Deputy Principal, DP curriculum coordinator, ID8 curriculum coordinator, and High School University Guidance Counselors. Each of the eight Areas of Learning has a Team Leader. In addition, there will be newly appointed Grade Level Leaders for the 2026-2027 academic year who will support the oversight of pastoral and academic care at each of the four grade levels (Grades 9-12). These Team Leaders will create an additional leadership group in the High 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. External assessments include MAP, NGEA, and GL PASS to ensure that our programs remain competitive with other international schools. Support services include a guidance counselors, a university guidance counselor, ELL teachers and TAs and learning support teachers and learning support TAs. In addition, the Librarian offers support as the Extended Essay coordinator.

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 offers three sports seasons and participates in ACAMIS, ISAC and Beijing-based leagues and associations. BCIS regularly participates in, and hosts, arts festivals (ISTA, TAPS, etc..) and student leadership events such as GIN, MUN and student-initiated business competitions and film festivals. It is a very busy place! BCIS has facilities that are envied by schools across the city and throughout the region.

Reports to: High School Principal

Key Areas of Responsibility for the BCIS IDEATE Coordinator

The High School IDEATE Coordinator provides visionary pedagogical leadership and day-to-day management for the innovative IDEATE Program, ensuring its personalized, inquiry-based approach remains fully aligned with the BCIS mission. This role holds primary accountability for the program's development, implementation, and evaluation, empowering students to take charge of their own learning by ideating their own paths of study. The Coordinator develops the overall implementation plan for the IDEATE curriculum, leads the development of subject-specific plans, and coordinates online program options that create diverse, personalized pathways for students beginning in grade 9.

As the pedagogical leader for IDEATE faculty, the Coordinator appraises the effectiveness of teaching practices, organizes professional development to build capacity in personalized learning pedagogies, and serves as the primary resource for teachers in curriculum development and assessment practices. They lead Subject Lead meetings focused on data analysis and reflective practice, using assessment results to identify professional learning needs and communicate these to divisional administrators. A critical responsibility involves proactively identifying, monitoring, and nurturing IDEATE students in grades 9-12, analyzing their learning attitudes and achievements to design targeted interventions that ensure engagement and fulfillment of potential.

The Coordinator manages the IDEATE program's resources, making recommendations for purchases and maintaining an inventory of materials. They conduct parent information sessions and workshops to foster engagement with the IDEATE pathway, sharing updates and supporting student success through clear communication.

In addition, the High School IDEATE Coordinator will take the lead in the following areas:

- GOA/VHS/Dual-enrollment programs - Manage partnerships with external online learning providers to expand course offerings and create personalized pathways that meet diverse student interests and graduation requirements.

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- Advanced Placement classes - Evaluate the feasibility and implementation of Advanced Placement courses as complementary offerings that provide additional rigorous, college-level options for qualified students.
- Graduate Profile Defense - Lead the ongoing review and refinement of the BCIS Graduate Profile in the High School, ensuring it reflects the school's mission and serves as the guiding framework for all high school IDEATE courses and student development initiatives.
- Curriculum Documentation (IDEATE) - Maintain thorough records of IDEATE program curriculum, including personalized learning plans, competency assessments, and pathway documentation that ensure program integrity and accreditation.
- Professional Learning Committee - Facilitate a representative committee of faculty to identify schoolwide professional development priorities and design responsive learning opportunities that address articulated teacher needs.
- Student Course Selections - Manage the course selection process for IDEATE students, including student advising, parent communication, and master schedule adjustments to ensure each student accesses appropriate, meaningful learning pathways.
- Teaching Resource Platform (housing and updating unit plans) - Maintain an organized digital repository of curriculum resources for IDEATE that allows teachers to access, contribute to, and continuously improve unit plans collaboratively.
- Learning Platform (IDEATE student facing) - Oversee the IDEATE student learning management system, ensuring it provides intuitive access to course materials, assignments, and feedback that supports independent student learning.

Key Attributes Sought in the BCIS IDEATE Coordinator

- Deep philosophical alignment with the BCIS mission, vision, strategic plan, and educational values.
- A passion for working with early adolescents and a strong understanding of their developmental needs.
- Proven experience in high 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 High 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 high school education.
- A graduate degree in education.
- Experience with, and thorough knowledge of the Diploma Programme (DP) and high school alternative pathways
- Understanding of best practices in curriculum development, instruction, data driven decision-making, assessment, and student support services (ELL, Learning Support, Gifted and Talented).
- 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.

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Application Process

Interested candidates are requested to apply to the Head of School headofschool@bcis.cn and to send the following in a single PDF document:

- 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 for more information about the school. Please note that this position is new due to the secondary school being reorganized into a middle school and high 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.