

Beijing City International School Teacher

QUALIFICATIONS:

1. Bachelor Degree or higher
2. Teaching qualification (PGCE, BEd, MEd)
3. At least 2 years of teaching experience post-certification

REPORTS TO: Divisional Principal

JOB GOAL: To work as a member of the Divisional team to provide support, both in and out of classrooms, for Divisional students.

RESPONSIBILITIES:

• *With Students*

1. Deliver a teaching assignment as given by the Principal (or a pro-rata total to take into account positions of responsibility).
2. Maintain clear records of student progress.
3. Maintain effective classroom management and ensure the safety and security of the children in the class.
4. Ensure that the curriculum is delivered appropriately according to BCIS teaching and learning pedagogy.
5. Ensure that appropriate evaluation strategies are used for each student (in conjunction with current departmental and/or IB documentation).

• *With Parents:*

1. Provide feedback through reporting, according to BCIS guidelines.
2. Keep regular contact with parents to inform them of developments and progress.

• *With Faculty:*

1. Develop and maintain planners, assessment tasks etc. in accordance with stated departmental and/or IB policies.
2. Be actively involved in the planning and development of the curriculum at BCIS.
3. Work as a team member in departments and various interest groups of the ECC/ES/SS.
4. Maintain positive, collaborative relationships with all members of the school community.

- **General:**

1. Attend all meetings as required by the school leadership.
2. Keep abreast of academic developments through professional development and active involvement in school-based learning.
3. Carry out substitution and supervisory duties, within established acceptable guidelines, as required by the school leadership.
4. Serve as a role model at all times and in all areas of school life. Be an ambassador for BCIS and always represent the school in a positive way.
5. Perform other duties as assigned by the Principal or Head of School.

WORK YEAR: Around 190 days per year (refer to calendar). Salary to be established by Head of School with approval of Board.

EVALUATION: Performance of this job will be evaluated by the Divisional Principal in accordance with Board Policies and Protocols.

NOTE: The above job description reflects the general requirements necessary to describe 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.

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. 我校遵从国际儿童保护工作组 (the International Task Force on Child Protection) 的建议, 在招聘环节秉承 高标准:格外注重候选人对儿童保护的认知。