***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。***

**Sub-Secondary School Chinese Studies Teacher (MYP)**

**Beijing City International School, P.R.China**

**短期中学部中文教师（中学项目）**

**北京乐成国际学校**

**Reports To:** SS School Principal

**汇报对象：**中学部校长

**Job Goal:** To deliver high quality teaching according to BCIS’ definition of High-Quality Learning and Teaching with the aim of helping students develop a broad base of skills through practical, investigational and theoretical work across all grade levels.

**工作目标：**根据 BCIS 对高质量学习和教学的定义提供高质量的教学，旨在帮助各年级学生通过实践、研究和理论工作培养广泛的技能基础。

**Essential Duties and Responsibilities**

**基本任务和责任**

**With Students:**

**与学生相关的工作**

1.Deliver a teaching load as given by the Principal (or a pro‐rata total to take into account

positions of responsibility)

由校长部署，教授课程（工作职责按比例分配部分）

2.Maintain clear records of achievement

保证课程教授记录清晰

3.Maintain effective discipline in the classroom and ensure the safety and security of the

children in the class

维持课堂纪律及保证教室中学生安全

4.Ensure that the appropriate curriculum is delivered as laid down by current Departmental

and/or IB documentation

根据现行学科及 IB 课程教案要求，保证教授适合的课程

5.Ensure that appropriate evaluation strategies are used for each class (again, in conjunction

with current Departmental and/or IB documentation)

保证合理评估策略应用到每个班级（依然依据现行学科及 IB 课程教案要求）

**With Parents:**

**与家长相关的工作**

∙Provide detailed semester reports on all students

提供详细的学生期中及期末学习成绩报告

∙Keep regular contact with parents to inform them of developments and progress

与家长定期联络，告知教学进展

**With Faculty:**

**与教师团队相关的工作**

∙Develop and maintain unit planners, assessment tasks etc. in accordance with stated

Departmental and/or IB policies

根据所述学科和/或 IB 政策，发展及继续单元规划及评估任务等

∙Be actively involved in the planning and development of the curriculum at BCIS

积极参与课程规划及发展

∙Work as a team member in departments and various interest groups of Secondary School

成为中学不同学科及兴趣小组团队成员

∙Attend/give appropriate workshops

适时参加/组织培训

General:

概述

∙Attend all meetings as required by the school administration

参加所有学校要求会议

∙Keep up with subject developments

保证课程发展与时俱进

∙Carry out substitution and supervisory duties, within established acceptable guidelines, as

required by the school administration

应学校要求，依据已确立方针政策，履行替班和监督职责

∙Serve as a role model at all times and in all areas of school life

在学校时，全天候树立模范形象

∙Keep classrooms and teaching areas reasonably clean and tidy

保证教室及教学区域整洁干净

∙Perform other duties as assigned by the Head of School, as described in the current Terms &

Conditions document

据现行规定条款，履行校长指派的其他职责

**Qualifications 要求**

1.Bachelor degree majoring in Chinese literature or Teaching Chinese as a second language

本科学历，中文或对外汉语等相关专业

2.Qualified teacher certificate

具有教师资格证

3.Minimum 3 years work experience in the field of Chinese teaching to foreign students

三年以上相关工作经验

4.Excellent verbal and written skills in Chinese and English

优秀的中文和英语沟通能力

**The successful candidate should have:**

**成功的候选人应具备以下几点：**

experience teaching Chinese to native‐speaking Chinese students in an international setting

具有教授母语为中文的中国学生，国际化标准的中文课程的经验

experience teaching Chinese as a second‐language to non‐Chinese students

具有将中文作为第二语言来教授给非中国学生的经验

experience teaching in Secondary School

具有中学教学经验

experience teaching IB MYP and DP is preferred

具有教授 IB MYP 以及 DP 的经验者优先

experience teaching in an international school environment is an advantage

具有在国际学校环境下教学经验者优先

the ability to communicate in English is important

具有流利的英文交流能力是录取的重要条件

**Application Process**

Candidates are requested to apply to SSPrincipal@bcis.cn and to send the following in a single PDF document. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or online. The search committee reserves the right to close the selection process at any time if the right candidate is found.

* Cover letter
* Educational Philosophy
* Resume
* Up to date contact information of four references

Applicants should visit the school website at www.bcis.cn for more information about the school.

Application deadline          open

Start date                            August 2024

**申请流程**

请候选人将申请发送至 SSPrincipal@bcis.cn 并以 PDF 文档形式发送以下内容。 遴选委员会将在收到申请后进行初步面试。 入围候选人将接受现场或在线面试。 如果找到合适的候选人，遴选委员会保留随时结束遴选过程的权利。

• 求职信

• 教育理念

• 简历

• 四位推荐人的最新联系信息

申请者可登录学校网站www.bcis.cn了解更多关于学校的信息。

申请截止日期：开放

开始日期： 2024年8月

*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.*

备注：上述岗位职责反映了该岗位的主要功能或职责的总体要求，并不能被视为对该岗位要求的详细描述。