

Beijing City International School 北京乐成国际学校
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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
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北京市朝阳区东柏街11号, 100022

www.bcis.cn

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

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Empowering and
Inspiring through Challenge
and Compassion

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 Homeroom 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 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.

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 ELL (English Language Learners) 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 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. The IB programs stress the importance of inquiry and educating the whole child. 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 two campuses is 1,300 students, with approximately 500 children at the Secondary School.

About the Elementary School (ES)

The Elementary School opened in September 2005 with 84 students and has grown significantly since this time. Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, Ireland, Barbados 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 ES, we are authorized to offer the IB Primary Years Program (PYP) and have creatively and authentically embedded the Chinese National Curriculum within our Program of Inquiry. This is a curriculum

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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 uses a play-based teaching methodology that encourages opportunities to develop understanding of self and others in a highly collaborative environment.

Role Description/Working Relationships

To work as a member of the Elementary School team to provide support, both in and out of classrooms, for Elementary School students.

Essential Duties and Responsibilities

- Assist the homeroom, Chinese or specialist teachers with tasks in and outside the classroom that include, but are not limited to, photocopying, display work, assisting with classroom routines, the creation of materials, laminating, ordering local materials, filling out requisition and transportation forms, communicating needs with PM and security when needed.
- Work individually and in small groups with students, both in and out of the classroom, for example with guided reading, small group investigations, translating content if needed.
- Assist with documentation of student learning, particularly when it happens in Chinese.
- Escort and supervise students between homeroom and specialist classes ensuring their safety.
- Escort students to the Nurse when needed.
- Escort students to the buses and communicate with bus monitors.
- Participate in and provide updates and feedback to teacher/parent meetings as necessary.
- Assist in recording student progress, particularly when learning is communicated in Chinese.
- Converse with students and support language learning in both English and Chinese.
- Understand and implement BCIS and IB policies, procedures and practices.
- Maintain confidentiality about all school and student---related matters.
- Attend all meetings as required by the school administration.
- Carry out substitution duties within established acceptable guidelines, as required by the school administration.
- Model the learner profile, promoting a culture of kindness and serve as a role model in all areas school life.
- Keep classrooms and teaching areas reasonably clean and tidy.
- Translate school---home communication as necessary.
- Complete any other tasks as assigned by the Elementary School Principal.

Desired Qualifications

- Fluent in English & Chinese
- Bachelor Degree in English or Education relevant
- Teaching qualification
- Strong communication skills and ability to collaborate
- Experience working with elementary school students preferred
- Flexible and motivated to learn new teaching methodologies and support inquiry/play based learning.

Application Process

Candidates are requested to apply to ESPrincipal@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

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- 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

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.