

*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.*

## **Teaching Assistant** **BCIS Courtyard Kindergarten, P. R. China**

### **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 BCIS campuses is 1,350 students approximately.

### **BCIS Courtyard Kindergarten**

BCIS Courtyard Kindergarten, conveniently located in the Shuangqiao area of Chaoyang District, is part of Beijing City International School. The Courtyard Campus opened in 2019 but is part of the BCIS 20 year history of outstanding, progressive international education. The kindergarten features a unique campus design of ancient and modern, China and the world, which allows children to engage in inspiring, open and connected learning spaces. The kindergarten's facilities include: open learning spaces, an indoor gym and theater, rooftop and outdoor play spaces, teaching kitchen, a parents' center and much more. The design of the spaces demands teachers to think creatively, work in an innovative way and collaborate in the learning program planning and delivery.

Crystallizing the pioneering and innovative experiences of providing international education for years, the Courtyard Kindergarten Curriculum builds on the very best practices from Beijing City International School that enables young children to learn through investigative play. While providing high-quality international education, the kindergarten also honors the best of Chinese language and culture, creating a dialogue between the past, the present and the future.

### **Job goal**

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

### **Reports to**

Principal or delegate of Beijing City International School

### **Essential Duties and Responsibilities**

- Promotes the values and mission of Beijing City International School.

- Implements school-wide policies.
- Promotes and maintains a positive working environment .
- Maintains open communication with staff.
- Supports the school’s strategic goals of personalization, collaboration and leadership.
- Promotes and maintain a calm, caring, and appropriately challenging environment for children.
- Develops a deep understanding of the school’s curriculum and assessment policies and practices.
- Plays with the children to enhance and extend their curiosities and inquiries.
- Assists the teachers with tasks in and outside the classroom that have a direct impact on children’s learning.
- Assists teachers with translation and communication with parents and school-related business.
- Refers all parent questions, comments and concerns directly to the appropriate teachers.
- Assists children’s self-care abilities by supporting children to become independent. This may include:
  - toilet training/ diaper changing,
  - eating lunches and snacks,
  - dressing and undressing,
  - children’s rest time including supervision.
- Documents children’s learning as informed by the teacher.
- Escorts and supervises children when moving around the campus.
- Works with small groups of students as directed by the teacher and support children’s learning in all different areas.
- Supports children’s language learning in English and Mandarin.
- Assists in completing necessary administration forms
- Attends all meetings as required by the school leadership team.
- Carries out substitution and supervisory duties, within established acceptable guidelines, as required by the school leadership, such as participating in after-school activities, open days, etc.
- Contributes to the success of the school through attendance at Open Houses, Spring in the City and the like
- Participates in professional development opportunities.

### Desired Qualifications

- Fluent in English
- Bachelor’s degree and above in English, Education or relevant
- Teaching qualification
- Experience working with and specialization in early childhood education preferred
- Successful experience in working as part of a team

**Evaluation:** In addition to actively reflecting on their own practices, all BCIS Teaching Assistants are appraised by the Principal or delegate in accordance with Board Policies and Protocols.

### Application Process

Candidates are requested to apply to [ECCPrincipal@bcis.cn](mailto:ECCPrincipal@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](http://www.bcis.cn) for more information about the school.

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| Application deadline | open            |
| Start date           | 1st August 2024 |

*NOTE: The above job description reflects the general requirements necessary to describe principal functions or responsibilities of the job identified and 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.*