

Beijing City International School 北京乐成国际学校
No. 77 Baizhuan Nan Er Road, Chaoyang District, Beijing 100022, P.R. China
Tel: +86 10 8771 7171 Fax: +86 10 8771 7778
北京市朝阳区百子湾南二路77号, 100022

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

文行
忠信
Empowering and
Inspiring through Challenge
and Compassion

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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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.

Director of Athletics and Activities 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 (BCIS) 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 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, air-filtered facilities specifically designed to support our curriculum and progressive teaching and learning environment. The 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 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. 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 typically reaches 1,350 students.

About our Early Childhood Education

We are delighted to be hosting our youngest children in our two purpose-built LEED Gold Standard early years facilities. Our beautiful campuses allow us to create unique learning environments that encourage curiosity and support individual inquiry. Our campuses boast generously sized and well-resourced classrooms, teaching kitchens, indoor gyms and gross motor play spaces and well-resourced early childhood libraries. From roof-top gardens to an ancient Chinese courtyard, our beautifully landscaped outdoor learning spaces encourage both environmental and sensory experiences.

At BCIS, we use play-based pedagogies and child-centered inquiry as the vehicle for learning. We truly believe that young children learn best when they are engaged in authentic experiences and can interact freely with the environment, their peers and teachers to construct understanding and meaning. We place an emphasis on learning concepts, skills, attitudes and knowledge, and consider these early years to be of the utmost importance in preparing the children for a life of learning.

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Our children range in age from two to six years old: Toddler (two- to three-year olds), Nursery (three- to four-year olds), Prekindergarten (four- to five-year olds) and Kindergarten (five- to six-year-olds). Our early childhood programs are well-resourced with highly skilled practitioners of about 40 faculty and 40 teaching assistants across both campuses. The leadership team includes a Principal who works across both campuses and two site-based Deputy Principals and two Curriculum Coordinators. Each campus has Team Leaders as well who are empowered to move teams, projects and initiatives forward.

About our Elementary School

The elementary school opened in September 2005 with eighty-four students and has grown significantly since this time. Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, Ireland, South Africa, 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 elementary school, we are authorized to offer the IB Primary Years Programme (PYP) and have creatively and authentically embedded the Chinese National Curriculum within our program of inquiry. This is a curriculum 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 encourages opportunities to develop understanding of self and others in a highly collaborative environment.

About our Secondary School

In addition to the IB Diploma, BCIS offers a BCIS Diploma program that has been aptly named IDEATE. BCIS IDEATE Program empowers high school students to take charge of their own learning by truly ideating their own path of study. Fully accredited and recognized by universities around the world, IDEATE is a personalized, inquiry-based two-year high school diploma for senior students who want to pursue their passions, develop future-ready competencies, and apply their learning to be change-makers in their communities.

The secondary school consists of around sixty faculty and ten teaching assistants. The senior leadership team includes the Principal, Deputy Principal, DP curriculum coordinator and MYP curriculum coordinator as standing members with other coordinators and middle leaders invited in as needed. Each of the eight areas of learning has a Team Leader. These Team Leaders create an additional leadership group in the Secondary School.

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. As a continuum school, we also assess based on MYP criteria. External assessments include MAP, PSAT, SAT and GL PASS to ensure that our programs remain competitive with other international schools. Support services include two guidance counselors, two university guidance counselors, EAL teachers and teaching assistants (TAs), two 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 student-led, 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 (e.g., ISTA and TAPS) and student leadership events such as Global Issues Network (GIN), Model United Nations (MUN), Chinese Debate, and student-initiated business competitions and film festivals.

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Director of Athletics and Activities Beijing City International School, P.R. China

Role Description

Reporting to the BCIS Head of School, the Director of Athletics and Activities (ATL Director) organizes, budgets and supervises the execution of the annual Athletics and Activities programs including enrichment activities programs at BCIS in order to provide a program that responds to the needs of the BCIS community. Athletics and Activities are important part of the school's culture and make a vital contribution to its overall mission. The position is a whole-school one. The ATL Director supervises the various team coaches and coordinates with the divisional principals, team leaders and the Physical Education teachers.

Essential Duties and Responsibilities

Effectively monitoring, documenting and measuring the implementation of the BCIS definition of high-quality learning and teaching will guide the work of the Director of Athletics and Activities.

At BCIS, high-quality learning and teaching begins with our mission and is a responsive partnership that involves all members of the learning community.

Challenge: Learning and teaching is personalized, developmentally appropriate, collaborative, and allows for transfer of knowledge and skills into authentic contexts.

Empower: Learning and teaching is intentional, concept-based, agentic, and cross-disciplinary to foster critical and creative thinking.

Inspire: Learning and teaching allows for self-directed inquiry that presents opportunities for learner to take meaningful action for the good of all in an ever-changing world.

Compassion: Learning and teaching is inclusive and supports the academic, social-emotional development and well-being of the whole learner.

Vision and Strategic Goals

- Lead the vision and strategic direction for Athletics and Activities programs across all grade levels (early years to Grade 12). This involves staying abreast of educational trends, incorporating best practices, and aligning the school's programs with international and local standards.
- Take a central coordinating role in the process of formulating, drafting and implementing the school's action plans for the ongoing improvement of student's programs.
- Develop, coordinate, and assess a comprehensive student athletics and activities program of educational, recreational, social, and cultural programs across all grade levels. This involves coordinating the work of the divisional principals, curriculum leaders, teachers, and external experts to ensure the program is rigorous, engaging, and reflects the needs of our diverse student body.

Program Development and Operation

- Promote student and parent involvement in the Athletics and Activities programs
- Ensure that students and parents are informed in a timely fashion of opportunities to represent BCIS and of the responsibilities associated their representation.
- Monitor and enforce eligibility of athletes, and oversee athlete's participation in the various events and tournaments.
- Oversee the hiring, supervision, and assessment of all coaching staff. Develop and make recommendations to the HoS with respect to coaching positions and appointments.
- Provide opportunities for faculty members to take on coaching roles with various teams and/or organizations jobs within tournaments structures.
- Support, encourage and advise faculty team coaches.
- Inform faculty in a timely fashion of students who will miss curriculum time through participation in Enrichment Activities.
- Represent the sports program at larger staff meetings, city-wide and China-wide ATL director's meetings.
- Coordinate and organize all BCIS's ACAMIS, ISAC and similar commitments.

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- Budget, plan, organize and supervise all transportation and accommodation regarding athletics teams during off-campus competitions and similar trips.
- Schedule practice for all teams in order to ensure synergies across all teams as well as optimal use of the available facilities in conjunction with the PE departments.
- Organize home competitions and major city-wide/China-wide tournaments, ensure they are run effectively.
- Liaise with outside organizations (e.g. referee groups etc.) whose services form an important part of the sports program.
- Promote innovative teaching methods and foster a culture of future-focused learning.
- Run engaging presentations/ workshops at conferences.
- Supervise sports and fitness facilities of school.
- Meet all required standards of confidentiality and safety.

Attributes of the Director of Athletics and Activities

Successful candidates will...

- champion the BCIS mission, strategic plan and goals;
- have in-depth, current knowledge and understanding in the area of education;
- have significant first-hand experience implementing future-focused student's programs;
- have a high level of analytical and problem-solving capability;
- be able to translate complex information into practical activity application;
- embrace living and working in China;
- have the inter- and intrapersonal skills necessary as a highly functioning collaborative team member.
- have a sense of humor, the ability to see the good in all, and presume positive intentions.
- ability to establish and maintain an effective and respectful relationship with students, parents, coaches, colleagues and administrators.
- ability to lead and inspire athletes and coaches to excel as citizens, members of teams, and sportsmanship.
- understanding of, and empathy for, the learning, social and emotional needs of young learners and adolescents.
- strong organization and communication skills.
- high emotional intelligence including the capacity to respond with compassion and firmness to, and to maintain the respect of, parents, students and colleagues from different culture.

Desired Qualifications

- Bachelor's Degree in Education or equivalent, Masters Degree preferred.
- Extensive knowledge of athletics and student activities area, and the ability to assess effective programs in terms of their quality as an educational experience for students.
- At least three years management experience in student activities, programs or services.
- Experience working in a culture other than your own.
- Outstanding leadership and communication skills;
- Able to properly handle a full range of interpersonal interactions with diverse populations of students, parents, and others.
- Must be able to work a flexible schedule, which may include evenings and weekends, and travel.

Application Process

Candidates are requested to apply to Belle.liu@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 Aug 1st 2025

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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.