

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.

Substitute 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 (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.

Reports To: Early Childhood Center/Elementary School/Secondary School Principal

Job Goal: work as a member of the Early Childhood Center/Elementary School/Secondary School team to provide teaching and support to students.

Role Description/Working Relationships

In conjunction with the ECC/ES/SS School Principal, Substitute Teacher is expected to work as a member of the academic team to provide support, both in and out of classrooms, for ECC/ES/SS 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 School Principal.

Desired Qualifications

- Fluent in English & Chinese
- Bachelor Degree in English
- Teaching qualification and experience preferred
- Strong communication skills and ability to collaborate
- Experience working with students of related age group preferred
- Flexible and motivated to learn new teaching methodologies

Desired Disposition

Growth mindset, positive collaborator, effective communicator, reflective practitioner, compassionate colleague, inspired individual.

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.