

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  
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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

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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  
Tel: +86 10 6770 0766  
北京市朝阳区东柏街11号, 100022

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.***

## **Elementary School Visual Arts Teacher 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 1,400 students.

### **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.

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**Reports To:** ES School Principal

**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.

### **Role Description/Working Relationships**

In conjunction with the Elementary School (ES) Principal, ES Visual Arts Teacher is expected to work as a member of the ES team to provide teaching and support to elementary students.

### **Essential Duties and Responsibilities**

#### Instructional Responsibilities

- Model and promote the IB learner profile.
- Teach across a range of ages and abilities in the IB PYP Program (Grades 1-5) [PYP experience is an advantage].
- Monitor, assess and report on learners' work and progress, in accordance with BCIS's policy and procedures on assessment and reporting.
- Work with other members of the team/faculty to apply consistent standards in the curriculum planning and delivery, formative and summative assessment, formal examinations, standardization and moderation.
- Effectively teach classes, as allocated, to a mixed-ability class (or classes), drawn from a wide range of cultural and educational backgrounds, including students for whom English is not their first language.
- Act as an advisor to students implementing a broad range of pastoral responsibilities including implementing the Keeping Safe curriculum.
- Enrich the learning experience in the classroom by appropriately incorporating various forms of technology Demonstrate and pursue excellence in teaching the best practices in digital citizenship, including teaching and learning in a one-to-one laptop environment.
- Support musical and drama performances for school events, by agreement with the Arts team lead and school management.
- Organize and lead relevant educational visits for ES students
- Post exhibitions every year and assist in putting up common exhibitions

#### Goal setting, curriculum development, faculty development, teaching and learning

- Adhere to BCIS's child protection and safety policies and procedures.
- Audit resources and communicate same to team lead to ensure that the Visual Arts course is suitably equipped for maximum student engagement.
- Contribute to the development of curriculum, the incorporation of subject standards and production, and the ongoing review of units and/or schemes of work.
- Supervise students for the PYP Personal Project as required.
- Support school wide initiatives directly or indirectly
- Attend staff meetings and participate in committee work as required.
- Participate in BCIS's Professional Growth and Support process.
- Schedule and carry out parent-teacher-student conferences.

#### Operational Responsibilities: Administrative reporting

- Contribute to board and accreditation reports as required.
- Carry out supervision duties.
- Carry out EA duties as required.
- Ensure that all Health and Safety policies and practices, including risk assessments, are implemented, evaluated, and updated in the art studio/classroom

### **Desired Qualifications**

- Bachelor's degree or higher in education or relevant field
- Teaching qualification

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- Fluent communication in both written and spoken English
- Knowledge of the IB PYP program
- Experience as a Visual Arts Teacher preferred.
- Successful experience in working as part of a team.

### Desired Disposition

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

### Evaluation

In addition to actively reflecting on their own practices, the ES Visual Arts Teacher is appraised by ES Principal in accordance with Board Policies and Protocols.

### Application Process

Candidates are requested to apply to [esprincipal@bcis.cn](mailto:esprincipal@bcis.cn) and to send the following in a single PDF document as soon as possible. The Search Committee will conduct initial interviews as applications are received. Shortlisted candidates will be interviewed in person or on line. The search committee reserves the right to close the selection process at any time if the right candidate is found. The review of applications begins as applications are received.

- Cover letter
- Educational Philosophy
- Resume
- Up to date contact information of four references with phone numbers and email addresses. Two references should be direct supervisory references.

Applicants should visit the school website at [www.bcis.cn](http://www.bcis.cn) for more information about the school.

Application deadline	Open
Start date	Aug 1 <sup>st</sup> , 2025

NOTE: The above job description reflects the general requirements necessary and describes principal 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.