

***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.***

## **ECC Toddler Homeroom Teacher (Substitute Position)**

### **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 1,250 students, with approximately 500 children at the Secondary School.

#### **About the Early Childhood Center (ECC)**

We are delighted to be hosting our children in our purpose-built LEED Gold Certified air filtered facility. Our beautiful campus allows us to create unique learning environments that encourage curiosity and support individual inquiry. The campus boasts generously sized and well-resourced classrooms, seven teaching kitchens, a triple-sized gym, an indoor gross-motor play space, an amazing early childhood library, a roof-top garden and beautifully landscaped outdoor learning spaces encouraging both environmental and sensory experiences.

At the ECC we follow the IB Primary Years Programme (PYP) curriculum framework and use play-based investigative pedagogy and student-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.

In addition, the ECC enjoys the ability to offer a collaborative intergenerational partnership between the Golden Heights retirement community and BCIS. Situated next door to the ECC campus, the retirement community is a member institute of the school's larger parent company, YueCheng group. Research points to the benefits afforded to both the youthful and the experienced through intergenerational relationships therefore the school warmly embraces this unique opportunity to foster connections that span a number of generations.

Children at the ECC range in age from two to six years old. We have four sections of toddler (two to three-year old's), six sections of nursery (three to four-year old's), five sections of prekindergarten (four to five-year old's) and five sections of kindergarten (five to six-year old's). The ECC consists of about 35 faculty and 35 teaching assistants. The leadership team includes the ECC Principal and ECC Deputy Principal. Each of the grade levels has a Team Leader who acts as a horizontal facilitator as well as vertical Team Leaders for the areas of Literacy, Chinese Studies, Sustainability and Activities. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

### Role Description/Working Relationships

In conjunction with the Early Childhood Center (ECC) Principal, Deputy Principal and Curriculum Coordinator, the ECC Toddler Homeroom Teacher is expected to work as a member of the ECC team to provide support, both in and out of classrooms, for ECC children.

### Essential Duties and Responsibilities

- Promotes the values and mission of BCIS.
- Ensures school-wide policies are implemented.
- Promotes and maintains a positive working environment in the school.
- Maintains open communication with staff.
- Shows a willingness to learn and be part of a team.
- Works with children, other teachers and teaching assistants to create a learning community that is empowering, inspiring and challenging for young children
- Uses play-based approaches to extend children's learning and thinking
- Scaffolds and nurtures the development of each child's physical, cognitive, social, emotional and language needs.
- Plans and implements a language program that exposes children to English while supporting and extending their Chinese language development
- Prepares and maintains a learning environment where children learn through active exploration and interaction.
- Uses documentation to create a responsive curriculum to children's theories and thinking
- Ensures the safety of children through constant supervision, effective arrangement of space, proper maintenance of equipment and knowledge of emergency procedures.
- Maintains records designed to evaluate and report on each individual child's needs, strengths and interests.
- Partners with families and primary care-givers to develop positive home-school relationships.
- Provides direct supervision, training, guidance, leadership, and technical assistance to assigned assistant teachers.
- Assists with the children's transition into the program and exiting out of the program.
- Attends all meetings as required by the school administration.
- Carries out substitution and supervisory duties, within established acceptable guidelines, as required by the school administration.

### Desired Qualifications

- Fluent in English
- Bachelor Degree in Education
- Teaching qualification

- Experience working with and specialization in early childhood education preferred
- Successful experience in working as part of a team.

### Knowledge, Skills and Abilities

- A sound understanding of Early Childhood education, extensive knowledge of how young children learn, inquire and explore their world in order to make making of their world
- Ability to communicate effectively in written and oral form, using positive interpersonal skills with students, faculty, staff, administration and parents
- Ability to organize, prioritize and manage work assignments in an efficient manner.

**Work Year:** *Around 190 days per year. Salary to be established by Head of School with approval of Board.*

**Evaluation:** In addition to actively reflecting on their own practices, the ECC Toddler Homeroom Teacher is appraised by the Principal and/or Deputy Principal in accordance with Board Policies and Protocols.

**Employment Arrangements:** Appointment aligned with employment contract, full-time teaching load.

### 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 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.

- 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.

Application deadline	open
Start date	4th February 2025
End date	19 <sup>th</sup> June 2025

### 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.*