



Keystone Academy Job Description Primary Homeroom Teacher

Reporting to: Grade-Level Team Leader / Assistant Head of Primary
Period of Appointment: Full-time

School Vision

Keystone Academy is a leading bilingual institution committed to fostering academic excellence, intercultural understanding, and deep biliteracy. We believe in empowering students to become critical thinkers and effective communicators in both English and Chinese.

We blend distinctive traditions in Eastern, Western, and global education, creating a new world school with a liberal arts program that is academically rigorous and values-driven. Our bilingual immersion model and five shared Confucian values—compassion, honesty, justice, respect, and wisdom—shape all aspects of teaching and learning.

Position Overview

Homeroom Teachers are central to the Keystone bilingual model. Each Homeroom operates as a **teaching partnership** between a Chinese and an international teacher, working collaboratively to design and deliver an integrated programme that promotes deep understanding and biliteracy.

The role requires skill in **inquiry-based learning, collaborative planning, differentiation, and learning design**. Homeroom Teachers guide students' academic and personal growth, helping them develop curiosity, compassion, and confidence in both languages.

This is a highly collaborative role within a **team-based, bilingual, and interdisciplinary environment**. Teachers plan backwards from clear learning outcomes, designing meaningful learning experiences that connect concepts, language, and values.

Key Responsibilities

1. Collaborative Planning and Curriculum Design

- Work collaboratively with the partner Homeroom Teacher and specialists to design integrated, concept-driven units of inquiry.



- Engage in **backward design** to ensure all learning experiences are purposeful, connected, and aligned with school outcomes.
- Plan across languages, subjects, and learning areas to ensure coherence in content, language, and skills.
- Contribute to the ongoing development of the school's **bilingual and inquiry-based curriculum framework**, aligning with the Keystone vision and values.
- Participate actively in grade-level and bilingual planning meetings to share ideas, refine practice, and ensure consistency across classes.

2. Teaching and Learning

- Deliver engaging, student-centred lessons that build conceptual understanding and encourage inquiry.
- Co-teach across languages and subjects.
- Integrate translanguaging, dual-language strategies, and metalinguistic awareness into daily teaching.
- Design differentiated learning experiences to support varied needs, including language proficiency, learning readiness, and individual interests.
- Use assessment for learning strategies to inform teaching decisions and provide meaningful feedback to students.
- Model effective language use and help students make explicit connections between English and Chinese learning.

3. Assessment and Reporting

- Use formative and summative assessments to track student progress in both content and language development.
- Maintain ongoing records of student learning and contribute to bilingual reporting processes.
- Collaborate with the teaching partner to provide balanced and accurate feedback to parents, reflecting growth in both languages.
- Participate in moderation and team discussions to ensure alignment of standards and expectations.
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4. Student Wellbeing and Pastoral Care

- Act as the primary caregiver and advocate for students in the homeroom, ensuring their emotional, social, and academic wellbeing.



- Foster a positive classroom environment that reflects Keystone's values and supports respectful bilingual communication.
- Support the development of students' intercultural understanding, empathy, and social responsibility.
- Communicate regularly with parents and guardians to build a shared understanding of student progress and wellbeing.

5. Professional Collaboration and Growth

- Engage in regular professional learning related to bilingual education, inquiry, and pedagogy.
- Reflect on and refine teaching practice through peer observation, feedback, and coaching.
- Contribute actively to team initiatives, school events, and curriculum development projects.
- Collaborate with colleagues across the school to promote alignment and continuity between grade levels.

Qualifications and Experience

- Bachelor's degree in Education (or equivalent teaching qualification).
- Experience teaching in an **inquiry-based, bilingual, or international** setting preferred.
- Demonstrated knowledge of **differentiation, assessment for learning, and conceptual curriculum design**.
- Understanding of **language acquisition** and strategies for supporting multilingual learners.
- Experience working collaboratively in **team-teaching or co-teaching** environments.

Professional Attributes

- Deep respect for bilingual and bicultural education.
- Collaborative and flexible; able to co-plan and co-teach effectively with a partner.
- Reflective and committed to continuous professional growth.
- Empathetic communicator, skilled in building relationships across languages and cultures.
- Innovative thinker, able to design creative and meaningful learning experiences.
- Values-driven educator who models compassion, respect, and curiosity.

Language Requirements

- Proficiency in English and/or Chinese and willingness to collaborate closely with a partner teacher of the complementary language.
- Commitment to developing understanding of both linguistic and cultural contexts in the classroom.

Interested applicants should submit a cover letter, CV and statement of educational philosophy to hr@keystoneacademy.cn. Position will be posted until filled.



北京市鼎石学校 岗位描述及任职要求

职位描述：小学班主任教师
直接报告：年级组组长/小学助理校长
工作地点：北京市鼎石学校
职位类型：全职教师

学校愿景

北京市鼎石学校是一所领先的双语学校，致力于促进学术卓越、跨文化理解和深度双文化素养。使其在英语和中文中均能具有出色的沟通能力。

我们致力于融合中国与其他多种教育传统之精粹，创建一所结合严谨学术和价值观的全球新型学校。我们的双语沉浸模式以及共同践行的儒家价值观 - 仁义礼智信，塑造了教学和学习的各个方面。

职位概述

小学班主任教师是鼎石双语模式的核心。每个班主任教师与国际教师合作，共同设计和实施促进深刻理解和双文化素养的综合课程。

该职位要求候选人具备探究式学习、合作备课、差异化教学以及学习设计的技能。班主任教师引导学生的学术和个人成长，帮助他们在两种语言中培养好奇心、同情心和自信心。

这是一个高度协作的角色，要求在团队协作、双语和跨学科的环境中工作。教师根据明确的学习目标进行逆向规划，设计有意义的学习体验，将概念、语言和价值观联系起来。

主要职责

1. 合作备课和课程设计

- 与合作英文班主任教师及其他专业课教师协作，设计综合的、以概念为驱动的探究单元。
- 参与逆向设计，以确保所有学习体验都是有目的的、互相关联的，并与学校要求的结果保持一致。
- 在语言、学科和学习领域之间进行规划，以确保内容、语言和技能的一致性。
- 参与学校双语和探究式课程框架的持续开发，确保与鼎石的愿景和价值观一致。
- 积极参与年级和双语计划会议，分享想法、完善实践，并确保课堂间的一致性。



2. 教学与学习

- 提供引人入胜的以学生为中心的课程，增强概念理解并鼓励探究。
- 跨语言和跨学科协作教学。
- 在日常教学中整合跨语言策略、双语策略和元语言意识。
- 设计差异化学习体验，以支持不同需求，包括语言能力、学习准备和个体兴趣。
- 运用学习评估策略来指导教学决策，并为学生提供有意义的反馈。
- 示范有效的语言使用，帮助学生明确连接英语和中文学习。

3. 评估与报告

- 使用形成性和总结性评估跟踪学生在内容和语言发展方面的进步。
- 持续记录学生学习情况，并参与双语报告流程。
- 与教学伙伴合作，为家长提供全面和准确的反馈，反映学生在两种语言中的成长。
- 参与团队讨论，确保对评估标准以及期望值的一致性。

4. 学生福祉和心理关怀

- 作为班级学生的主要照顾者，要确保学生们的情感、社交和学术福祉。
- 培养积极的班级环境，反映鼎石的价值观，支持并尊重双语沟通。
- 支持学生的跨文化理解、同理心和社会责任感的发展。
- 定期与家长和监护人沟通，建立对学生发展和福祉的共同理解。

5. 专业合作与成长

- 定期参与与双语教育、探究和教育法相关的专业学习。
- 通过同伴观察、反馈和指导反思来完善教学实践。
- 积极为团队倡议贡献力量、参与学校活动和课程开发项目。
- 与学校其他年级的同事协作，促进不同年级之间的一致性和连续性。

资格与经验

- 学士学位或以上
- 具有国家认可的教师资格证
- 有探究式、双语或国际环境教学的经验者优先。
- 展示出差异化、基于评估的学习和概念课程设计的知识。
- 了解语言习得及支持多语言学习者的策略。
- 有团队教学或共同授课环境的合作经验。



KEYSTONE ACADEMY

专业素养

- 对双语和双文化教育深表尊重。
- 合作灵活，能与合作伙伴有效协作规划和授课。
- 反思性强，致力于持续的专业成长。
- 富有同理心，擅长跨语言与文化建立关系。
- 创新思维者，能够设计创造性和有意义的学习体验。
- 价值观驱动的教育工作者，展现同情、尊重和好奇心。

语言要求

- 母语为中文，精通英文，并愿与合作教师密切配合使用补充语言。
- 致力于在课堂上理解语言和文化的背景。

有意申请者请将求职信、简历及教育理念陈述发送至hr@keystoneacademy.cn。该职位将持续开放直至招满为止。