

The Ritsumeikan Trust 2018 Application Guidelines for Ritsumeikan Uji Junior/Senior High School Non-Fixed Term Full-time Lecturer in a Foreign Language

1. Position:

Junior/Senior High School Non-Fixed Term Full-time Lecturer in a Foreign Language.

2. Starting Location:

Ritsumeikan Uji Junior and Senior High School (33-1 Hachiken Yadani, Hirono-cho, Uji-city, Kyoto 611-0031)

3. Duties and Responsibilities:

Successful applicants will engage in the following duties. In addition, applicants may engage in off-the-job activities such as extracurricular club activities.

- (1) Teach a subject in a foreign language
- (2) Coordinate Full-time Foreign Language Lecturers and Part-time Teachers for foreign language class management
- (3) Draw up foreign language learning plans and implement these plans
- (4) Prepare examination questions that are to be used in class and proctor examinations
- (5) Engage in work related to international exchange
- (6) Engage in duties related to entrance examinations
- (7) Provide necessary support to a homeroom teacher
- (8) Attend designated meetings
- (9) Engage in other work related to teaching in a foreign language

4. Opening (Subject, Recruitment Number):

Social studies: (International Baccalaureate Diploma Programme subjects and Immersion Class (taught in English)): one position

5. Starting Date:

April 1, 2018

6. Qualification Requirements:

Social studies: (International Baccalaureate Diploma Programme High School subjects and Immersion Class (taught in English)): All requirements listed in Table A and B below and one of the requirements listed in Table C (1, 2 or 3) must be met. In addition, it is preferred that the conditions listed below (a. and b.) are fulfilled.

- a. Holders of a Japanese high school provisional teaching license for the appropriate subject or English, or those who are expected to obtain the license by March 31, 2018.
- b. Holders of a teaching license for the subject applied for in their home country.

A	Be able to start working on April 1, 2018.
	Hold a BA or higher degree.
B	Have completed or are expected to complete by March 31, 2018 a relevant IB teacher-training workshop offered by the International Baccalaureate Organization.

C	1	<p>Holders of both Japanese junior high school and high school (Class 1 or Specialist) teaching licenses for English, or those who are expected to obtain these licenses by March 31, 2018</p> <p>Holders of one of the following certifications with scores as listed in (1) through (4).</p> <p>(1) EIKEN Tests (Eiken Foundation of Japan) Grade 1</p> <p>(2) TOEFL iBT® Test (ETS) 100 or more</p> <p>(3) TOEIC® Test 900 or more (The Institute for International Business Communication)</p> <p>(4) IELTS 7.0 or more (Limited to the Academic Module. Overall Band Score)</p> <p>* The certifications except for EIKEN Tests must be passed or obtained in each regular examination in November 2015 or later.</p>
		2
	3	<p>Speakers of English as a First Language.</p>
		<p>Holders of both Japanese junior high school and high school (Class 1 or Specialist) teaching licenses for English, or those who are expected to obtain these licenses by March 31, 2018</p>

7. Application Documents: Please do not staple or clip the documents together.

- 1) Application form (size: A4)
Use the designated online form (Please download from the Ritsumeikan Trust Employment website). A photo must be attached.
(For application by e-mail, please submit in Microsoft Word or PDF format.)
- 2) Cover letter stating your reason for applying (size: A4)
(For application by e-mail, please submit in Microsoft Word or PDF format.)
- 3) One letter of recommendation (size: A4)
The letter must contain the signature of the referee.
(For application by e-mail, please submit in Microsoft Word or PDF format.)
- 4) Work experience resume, if applicable (size: A4)
(For application by e-mail, please submit in Microsoft Word or PDF format.)
- 5) Copies of all university diplomas, both undergraduate and graduate*
(For application by e-mail, please submit in JPEG or PDF format.)
- 6) Copies of academic transcripts from all undergraduate and graduate studies*
(For application by e-mail, please submit in JPEG or PDF format.)
- 7) A copy of an English teaching certificate, if applicable (e.g. TESOL, TEFL, CELTA)
(For application by e-mail, please submit in JPEG or PDF format.)
- 8) A copy of any teaching license from your home country or other teaching licenses, if applicable
(For application by e-mail, please submit in JPEG or PDF format.)
- 9) A copy of the Certificate of Attendance of an IB Workshop, if applicable
(For application by e-mail, please submit in JPEG or PDF format.)
- 10) A copy of one of the certifications or scores listed in “6. Qualification Requirements” Table “C.1” (1) through (4) (only for applicants who apply by the requirements listed in “6. Qualification Requirements” Table “C.1”)
(For application by e-mail, please submit in JPEG or PDF format.)
- 11) A copy of both the front and back sides of the applicant’s residence card (only for applicants residing in Japan)
(For application by e-mail, please submit in JPEG or PDF format.)
- 12) A copy of the applicant’s passport (only for applicants residing overseas)
(For application by e-mail, please submit in JPEG or PDF format.)

*** Successful applicants are required to submit official copies of the asterisked documents above.**

* Please do not staple or clip the documents.

* Application forms are not returnable and will be destroyed upon completion of the selection process.

8. Application Period:

Applications are accepted between Wednesday, November 8, 2017 and Friday, November 17, 2017.

Applications must be received by Friday, November 17, 2017. (Japan Standard Time)

9. Examination Schedule:

1 st Stage	Application Screening
2 nd Stage*	Sample lesson and interview, aptitude test* * Speakers of English as a First Language do not need to take the aptitude test. Date: November 26, 2017 • Details will be announced to successful applicants of the 1 st Stage Examination. Venue: Ritsumeikan Suzaku Campus
3 rd Stage*	Interview by Director Date: December 3, 2017 • Details will be announced to successful applicants of the 2 nd Stage Examination. Venue: Ritsumeikan Suzaku Campus

* Transportation expenses will not be provided.

10. Salary/Benefits :

Salary/Benefits will be paid in accordance with the policies of the Ritsumeikan Trust.

Basic Annual Salary	The salary for the first year is 5,500,000 yen. The basic annual salary shall be determined as a yearly amount and divided by twelve, and one twelfth (1/12) of the basic annual salary shall be paid each month. No bonuses shall be paid. There shall be a possibility of a pay raise. Maximum salary shall not exceed 6,500,000 yen.
Allowances	Commuting allowance, etc. No retirement allowance shall be paid.
Social Insurance	The employees are required to join the Mutual Aid Association of Private School Personnel (Shigaku Kyosai) during the term of their employment at Ritsumeikan Trust. Ritsumeikan Trust and the employees shall pay a prorated cost in accordance with Japanese law. Please be advised that the employees are required to join the Shigaku Kyosai pension scheme as well, and that fees for both the pension and health insurance and Nursing Care Insurance plans will be deducted from the employee's salary each month.
Employment Insurance	The employees are required to join employment insurance during the term of their employment at Ritsumeikan Trust. Ritsumeikan Trust and the employees shall pay a prorated cost in accordance with Japanese law. Please be advised that the fees for employment insurance plans will be deducted from the employee's salary each month.
Age of Retirement	The mandatory age of retirement is 60 years old.

11. Transfers:

- Transfers between affiliated schools located in the Kyoto-Shiga area may be made.

- In principle, transfers between affiliated schools located in the Kyoto-Shiga area and Ritsumeikan Keisho Junior and Senior High School located in Hokkaido are not made.

However, transfers may be considered and made following personal requests.

12. Where to Send the Application Documents:

The application documents should be sent by mail or e-mail.

Mail Address: Office of Human Resources (Jinji-ka), Division of Human Resources
The Ritsumeikan Trust
1 Suzakucho Nishinokyo, Nakagyo-ku, Kyoto City, Kyoto, 604-8520, Japan

E-mail: trecruit@st.ritsumei.ac.jp

- * If you send documents by e-mail, include the phrase “Recruit for a Non-Fixed Term Full-time Lecturer in a Foreign Language” in the subject line.
- * If you send the documents by mail, write “Foreign Language Lecturer Recruit Application Documents Enclosed” in red ink on the front of the envelope. The documents should be sent either by simplified registered mail or acceptance-recorded mail.
- * If you have any questions, please contact the office stated below in “13. Contact”.

13. Contact:

Office of Human Resources (Jinji-ka), Division of Human Resources
The Ritsumeikan Trust
Tel: +81 75 813 8510 (9:00 am – 5:30 pm, Monday – Friday, Japanese Only)
E-mail: [trecruit @st.ritsumei.ac.jp](mailto:trecruit@st.ritsumei.ac.jp)

- * If you would like to contact us in English, please do so through e-mail.

14. Other Information

- 1) Please go to the Ritsumeikan Trust Employment Information website (<http://en.ritsumeikan-trust.jp/info/employment/>) and see “Affiliate Schools”.
- 2) Download the application form from the website above or create your application form using the same format.

Handling of Personal Information

Application documents will be used only for the recruitment selection process and personnel management of the recruits, and will not be used for any other purposes. Any personal information gathered will be managed securely in compliance with the Act Concerning Protection of Personal Information.