

The Ritsumeikan Trust
2018 Application Guidelines for Primary School
Tenured English Teachers

1. Position:

Primary School Tenured Teacher

2. Starting Location:

Ritsumeikan Primary School (22 Koyama-Nishi-Kamifusa-cho, Kita-ku, Kyoto 603-8141)

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) Organize and teach classes
- (2) Develop teaching materials
- (3) Manage student behavior
- (4) Engage in duties related to entrance examination (including preparing examination questions, proctoring examination, attending orientation seminar, etc)
- (5) Perform duties related to school events
- (6) Communicate with parents and guardians
- (7) Attend meetings
- (8) Participate in workshops
- (9) Perform other necessary duties as instructed by the principal

4. Opening (Subject, Recruitment Number):

English: one position

5. Starting Date:

April 1, 2018

6. Qualification Requirements:

English: All requirements listed in Table A below and one of the requirements listed in Table B (1 or 2) must be met. In addition, it is preferred that the conditions listed below (a. and b.) are fulfilled.

- a. Having a teaching license in your home country
- b. Having sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes

A	Be able to start working on April 1, 2018.	
	Hold a BA or higher degree.	
	Speakers of English as a First Language.	

B	1	Holders of an English teaching qualification (TESOL, TEFL, CELTA, etc.), or those who are expected to obtain the qualification by March 31, 2018
	2	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

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 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.)
- 10) 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, June 14, 2017 and Friday, June 30, 2017.
Applications must be received by Friday, June 30, 2017. (Japan Standard Time)

9. Examination Schedule:

1 st Stage	Application Screening •An interview may be conducted in person, by telephone or, for applicants residing overseas, online, by Ritsumeikan Primary School.
2 nd Stage*	Sample lesson and interview Date: July 22, 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: August 26 or 27, 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 Salary (salary based on age)	Examples of teachers working at affiliate schools in the Kyoto & Shiga area 22 years old: 239,000 yen/month 30 years old: 343,000 yen/month 40 years old: 479,000 yen/month 50 years old: 585,000 yen/month * Salary increases yearly according to age.
Bonus	Annual total 5.1 months worth of your monthly income + 100,000 yen (broken into two payments and paid in summer and winter)
Allowances	Seniority allowance, Dependent allowance, Housing allowance, Commuting allowance, etc.
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 Tenured English Teacher" in the subject line.
- * If you send the documents by mail, write "Tenured English Teacher 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

- * 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.