

Ritsumeikan Uji High School
Non-Tenured Full-Time (Tokubetsu) IBDP Lecturer
Recruitment Information 2019

- 1. Title of Positions:** Teacher of IB Diploma Mathematics, Social Studies (Business and Management and/or Economics), Science (Physics and/or Chemistry).
- 2. Number of Positions:** A few, at the rank of Non-Tenured Full-time (Tokubetsu) IBDP Lecturer.
- 3. Workplace and start date:**
 - 1) Workplace: Ritsumeikan Uji High School
 - 2) Location: Uji City, Kyoto Prefecture, Japan
 - 3) Start Date : April 1st, 2019
- 4. Requirements:**
 - 1) Applicants must have completed undergraduate studies and have relevant academic and/or professional experience in the subject applied for. Applicants must be able to teach Higher Level (HL) diploma classes in their subject/s. Successful applicants may also be required to teach Junior High School Math/Social Studies/Science classes depending on school needs.
 - 2) Applicants are required to hold, or be willing to obtain, an official IB certification (in-person or online) for at least one subject from the list of positions. Successful applicants must hold the certification by March 31st, 2019.
 - 3) Applicants with recognized teaching certifications are preferred. Successful applicants will also be required to obtain a Japanese high school teaching certification. The school will assist with this.
 - 4) Applicants must be able to start work at the beginning of the new Japanese academic year on April 1st, 2019.
- 5. Application Process:**
 - 1) All applications must be submitted on ISS-Schrole Advantage, during which applicants will be expected to agree to a background check.
 - 2) Applications not submitted through ISS-Schrole Advantage will not be considered.
 - 3) The deadline for the school to receive applications is **Wednesday, October 31st, 2018.**
 - 4) Applicants will be notified of the initial results of their application within two weeks after the deadline.
- 6. Accessing ISS-Schrole Advantage:**
 - 1) To apply for this position, you will need to do so through ISS-Schrole Advantage.
 - 2) Please visit our profile page at this address: <https://iss-schrole.com/School/Ritsumeikan-Trust>.
 - 3) There you will find information on our school, and some of the benefits of working with us.
 - 4) Click on the 'Vacancies' tab to see our current list of available positions.
 - 5) Choose the position you are interested in.
 - 6) Click on 'Find out more', explore the position and download key documents (click 'View'), including the Curriculum Vitae form, which is a compulsory element for all applications.
 - 7) Click the 'Apply Now' button.
 - 8) Use your email address to set up a free ISS-Schrole Advantage account and begin the application process.
- 7. Required Application Materials (to be submitted on ISS-Schrole Advantage):**
 - 1) Cover letter in digital format stating your reasons for applying, your educational philosophy, and your understanding of IB pedagogy (A4 size).
 - 2) Current CV with ID photo attached. Applicants must use the CV template linked to the job listing on ISS-Schrole Advantage.

- 3) Digital versions/scans of all university diplomas, both undergraduate and post-graduate.
- 4) Digital versions/scans of academic transcripts from undergraduate and graduate institutions.
- 5) Digital versions/scans of all teaching certificates (e.g. Diploma of Secondary Education, TEFL, TESOL, CELTA, etc) if held.
- 6) The digital version of your IB certification, for example a Category 1 certificate, if already completed.
- 7) A scan of the front and back sides of your Japanese resident card. In the case of overseas applicants, please submit a scan of your ID card or personal details page in your passport.

** If any of the required documents are in a language other than English or Japanese, certified translations will also be required to accompany the original documents.*

8. Appointment process:

- 1) First-Stage: Applicant document screening.
 - a) The school may conduct a telephone pre-interview with certain candidates.
- 2) Second-Stage: Sample lesson and interview at Ritsumeikan Uji High School.
 - a) In the case of an applicant based overseas, an online interview and sample lesson may be conducted.

** Successful candidates' appointments are contingent upon a successful health examination prior to taking up the position.*

**No transportation allowance can be offered to cover these costs.*

9. Conditions:

- 1) The contract will run for one (1) year, from April 1st, 2019 through March 31st, 2020. The contract may be renewed a maximum of four (4) times (total of 5 years) upon mutual agreement between employer and employee.
- 2) The contract is administered in accordance with the various regulations of the Ritsumeikan Educational Corporation.

10. Remuneration and benefits:

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| Yearly Salary (Paid in monthly installments) | 4.566 million yen (1 st year) |
| | 4.866 million yen (2 nd year) |
| | 5.178 million yen (3 rd – 5 th years) |
| Benefits | Single one way flight provided to successful applicants coming from outside Japan |
| | Daily transport allowance to and from workplace |
| | Regular professional development opportunities, including international IB workshops |
| | Yearly monetary bonus for personal professional development |
| | Opportunities for programme development and coordination, including academic curriculum, student pastoral care, special educational needs (SEN), and extra-curricular supervision. |

11. Contact Information:

Ritsumeikan Uji Junior and Senior High School

Recruitment Office

〒611-0031 33-1 Hachikenyardani, Hirono-cho, Uji-shi, Kyoto-fu

Tel: 0774-41-3000 Fax: 0774-41-3555 E-mail: jimmu@ujc.ritsumei.ac.jp

* We will use your personal information in the submitted documents only for the non-tenured full-time IBDP lecturer recruitment procedures and will not use it for other purposes.

* Ritsumeikan Uji Junior and Senior High School will take responsibility for disposing of all submitted documents after all necessary procedures are complete.