

**Ritsumeikan Uji High School**  
**Non-Tenured Full-Time (Tokubetsu) IBDP Lecturer**  
**Recruitment Information 2021**

1. **Titles of Positions:** Teacher of IB Diploma: Social Studies (Business, Global Politics, Economics, ESS)
2. **Number of Positions:** A few, at the rank of Non-Tenured Full-time (Tokubetsu) IBDP Lecturer.
3. **Workplace and start date:**
  - Workplace: Ritsumeikan Uji High School
  - Location: Uji City, Kyoto Prefecture, Japan
  - Start Date: September 1, 2021
4. **Requirements:**
  - 1) Applicants must be able to teach Higher Level diploma classes in Business Management, as well as other IB Social Studies subjects if possible. Successful applicants may also be required to teach junior high school Social Studies classes depending on school needs.
  - 2) At a minimum, applicants must hold an undergraduate specialisation in one of the following subjects: Law, Political Science, History, Geography, Sociology, Economics or Philosophy, or hold an undergraduate degree comprising units in a variety of those subjects.
  - 3) Applicants are required to hold, or be willing to obtain, an official IB certification (in-person or online) for Business Management at their own expense. Successful applicants will be expected to hold the certification or be registered for a relevant IB workshop by September 1, 2021. Information on IB professional development workshops can be found at this address: [IB Business Management Workshops](#).
  - 4) Applicants with recognized teaching certifications are preferred. Successful applicants will also be required to obtain some form of Japanese high school teaching certification. The school will advise the applicant and assist with this.
  - 5) Applicants will ideally be able to start work at the beginning of the second term of the Japanese academic year on September 1, 2021.
5. **Application Deadline:**
  - Please apply for the position either via post or email.
  - Send the application documents listed under #6 below to the postal address or email address given in #10 below.
  - If applying by post, please use an A4 size envelope.
  - Please write “Non-Tenured Full-Time (Tokubetsu) IBDP Lecturer” in red on the front of the envelope or in the subject line if applying by email.
  - **The deadline for applications is: Friday, June 18, 2021.**

※ We will stop accepting applications when the recruitment is confirmed.
6. **Application Documents in English (please include the following items):**
  - 1) Cover letter 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 designated CV template, which can be downloaded from <http://en.ritsumeikan-trust.jp/info/employment/> 「Ritsumeikan Uji High School Non-Tenured Full-Time (Tokubetsu) IBDP Lecturer Recruitment Information 2021」
  - 3) Copies/digital scans of all university diplomas, both undergraduate and post-graduate.
  - 4) Copies/digital scans of academic transcripts from undergraduate and graduate institutions.
  - 5) Copies/digital scans of all teaching certificates (e.g. Diploma of Secondary Education, TEFL, TESOL, CELTA, etc) if held.
  - 6) Copies/digital versions of your IB certifications, for example a Category 1 certificate, if already completed.
  - 7) Copies/digital scans of the front and back sides of your Japanese residence card. In the case of overseas applicants, please submit a copy/scan of the 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) If applying by post: a self-addressed reply envelope (size:12cm×23.5cm) to which a 374 yen stamp has been affixed.

**7. Application process:**

- 1) First-Stage: Applicant document screening.
    - a) The school may conduct a telephone pre-interview with certain candidates.
    - b) Information submitted by applicants may be subjected to verification screening.
  - 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.*

**8. Conditions:**

- 1) The initial contract will run from September 1, 2021 through March 31, 2022.
- 2) Subsequent contracts will each run for (1) academic year, from April 1 through March 31. The contract may be renewed a maximum of four (4) times (total of 5 years) upon mutual agreement between employer and employee.
- 3) The contract is administered in accordance with the various regulations of the Ritsumeikan Educational Corporation.

**9. Remuneration and benefits:**

Yearly Salary (Paid in monthly installments)	4.566 million yen (1 <sup>st</sup> year)
	4.866 million yen (2 <sup>nd</sup> year)
	5.178 million yen (3 <sup>rd</sup> – 5 <sup>th</sup> 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 professional development
	Enrolment in the Japan Association for the Promotion and Mutual Aid of Private Schools (health insurance)
	Opportunities for programme development and coordination, including academic curriculum, student pastoral care, special educational needs (SEN), and extra-curricular supervision.

**10. Contact Information:**

Ritsumeikan Uji Junior and Senior High School  
Recruitment Office  
〒611-0031 33-1 Hachikenyadani, 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.