

# **Ritsumeikan Uji High School**

## **Non-Tenured Full-Time (Tokubetsu) IBDP Lecturer**

### **Recruitment Information 2026**

1. **Title of Positions:** Teacher of IB Diploma: Social Studies
2. **Number of Positions:** A few, at the rank of Non-Tenured Full-time (Tokubetsu) IBDP Lecturer.
3. **About the Position:**
  - Title of Position: Teacher of Junior High School Social Studies and IBDP Social Studies (Business Management)
  - Workplace: Ritsumeikan Uji Junior and Senior High School
  - Location: Uji City, Kyoto Prefecture, Japan
  - Start Date: April 1, 2026

The IB education department at Ritsumeikan Uji High School is looking for an open-minded and proactive qualified teacher to join a dynamic group of educators. The ideal candidate is an experienced social studies teacher who can work both independently on a day-to-day basis and also collaboratively with other teachers to ensure a high standard of instruction in the department.

The position is ideally for an IBDP Social Studies teacher, with a background or familiarity with Business Management for students aged 16-18, and with the ability to teach General Social Studies for the 12-15 age range. Experience in Business Management would be an advantage, however is not strictly required for the position.

The successful candidate will be expected to teach up to 15 classes per week, on average, where each class is 50 minutes long. Teachers are also asked to assist with extra-curricular activities and develop their own opportunities for students based on personal interests and hobbies.

We are a relatively small IB program in a much larger school with small class sizes and access to large amounts of resources. Teachers at Ritsumeikan Uji are empowered to create, innovate, and personalize a learning environment in a way that suits their teaching style and allows them to develop their own professional approach. Departmental meetings and school-sponsored professional development give teachers opportunities to share good practice and grow. This is an excellent opportunity for any professionally minded teacher to develop their teaching skills in a welcoming environment in the suburban outcrop of one of the most beautiful cities in Japan.

#### **4. Requirements and Preferences**

- 1) Speaks English as a first language or demonstrates equivalent ability.
- 2) Holds a valid Japanese VISA (preferred)
- 3) Applicants must be able to teach Higher Level Diploma classes in Business Management as well as junior high school general Social Studies. The ability to teach other IB subjects will be considered a bonus.
- 4) At a minimum, applicants must hold an undergraduate degree in the study of Social Studies, or hold an undergraduate degree comprising units in a range of Social Studies subjects such as History, Business, Economics, Politics, Geography, or Civics.
- 5) Applicants are expected to hold an official IB certificate (in-person or online) in an IB Social Studies subject such as Business Management or Economics. Information on IB professional development workshops can be found at this address: <https://ibo.org/professional-development/find-events-and-workshops/> (Workshop expenses are at your own expense and may be undertaken after the applicant is successfully hired.)
- 6) Applicants with recognized teaching certification are preferred. Successful applicants will also be required to obtain Japanese high school teaching certification. The school will advise the applicant and assist with this.

#### **5. Application Deadline:**

*Application deadline : December 18, 2025*

※ We will stop accepting applications when the recruitment is confirmed.

• **Please access this URL and submit your application on the web:**

<https://rw.ritsumei.ac.jp/survey/SVA20D0.html?key=SUR20251014131818138913758>

※ You must register as a member to apply. Please follow the instructions on the site to register.

#### **6. Application Documents in English (please include the following items):**

**Please be prepared to submit the following documents in PDF format:**

- 1) Curriculum Vitae (Format Supplied at <http://en.ritsumeikan-trust.jp/info/employment/>)
- 2) (Optional) Personal Curriculum Vitae (Upload PDF)
- 3) Copies/digital scans of cover letter stating your reason for applying, your educational philosophy, and your understanding of IB pedagogy. (Format Supplied)

- 4) Copies/digital scans of all university diplomas, both undergraduate and graduate. (Upload PDF)
- 5) Copies/digital scans of Academic transcripts from the undergraduate and graduate school. (Upload PDF)
- 6) Copies/digital scans of all teaching certificates (e.g., Official IB certification, TEFL, TESOL, CELTA, DELTA, etc.), as well as a copy of your home country teaching certification, if you have one. (Upload PDF)
- 7) Copies/digital scans of the front and back sides of your Japanese residence card if applicable. (Upload PDF)

\*Application Documents 1), 2) and 3) must be completed in English.

## 7. Application process:

- 1) First-Stage: Applicant document screening.
    - a) The school may conduct a telephone/ online 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 or over Zoom.
    - 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 the costs of travel for the interview.*

## 8. Conditions:

- 1) The initial contract will run from April 1st, 2026 through March 31, 2027.
- 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 Trust.

## 9. Remuneration and benefits:

Yearly Salary (Paid in monthly installments)	4,704 million yen (1 <sup>st</sup> year)
	5,012million yen (2 <sup>nd</sup> year)
	5.334 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 Hachikenyardani, Hirono-cho, Uji-shi, Kyoto-fu  
 Tel: 0774-41-3000 Fax: 0774-41-3555 E-mail: jinji331@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.