

Ritsumeikan Uji Junior and Senior High School

Non-Tenured Full-Time IBDP Lecturer Recruitment Information

1. About the position

Title of Position: Teacher of IBDP Science (Biology/ESS)

Workplace: Ritsumeikan Uji Junior and Senior High School

Location: Uji City, Kyoto Prefecture, Japan

Start Date: September 1st, 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 science teacher who can work both independently on a day-to-day basis and also collaboratively with other science teachers to coordinate interdisciplinary projects and ensure a high standard of instruction in the department.

The position is ideally for an IBDP Science teacher, specializing in Biology and/or Environmental Systems and Societies, and with the ability to teach General Science for the 11-15 age range.

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 encouraged 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. IB Science teachers have dedicated, modern and well-equipped labs. Teachers here 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. Regular Science meetings and departmental meetings 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.

2. Requirements

- BSc or equivalent undergraduate studies in the field biological or life sciences.
- Relevant academic and/or professional experience in the field of biological or life sciences.
- Able to teach Higher Level (HL) and Standard Level (SL) diploma classes in their subject/s.
- Successful applicants may also be required to teach Junior High School General Science classes depending on school needs.
- Hold, or be willing to obtain, an official IB certification (in-person or online) for ESS and/or Biology, such as the *Category One Group 4 Sciences, Biology* workshop. Successful applicants will be expected to register for a workshop by September 1st, 2026 or shortly thereafter.

- Applicants must have no history of sexual misconduct or related offenses. See attached documents (Japanese). For further reference, applicants are also encouraged to watch the following video provided by the Children and Families Agency of Japan: <https://www.youtube.com/watch?v=d3f-lqLuwlo>
- Applicants must also be willing to undergo background checks, including a criminal record check (Japanese DBS), as required by the school.

3. Preferences

- Recognized teaching certification.
- Able to start work at the beginning of the new academic term on September 1st.
- Enthusiasm to teach IBDP ESS as well as IBDP biology, High school and Junior High School Science classes by working closely with current staff.

4. Application Deadline

The position will remain open until filled.

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=SUR20260713101532045013785>

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

5. Application Documents

1. Curriculum Vitae (Format supplied at <http://en.ritsumeikan-trust.jp/info/employment/>)
2. Copies / digital scans of a cover letter stating your reason for applying, your educational philosophy, and your understanding of IB pedagogy. (Format supplied as point 1, above)
3. Personal Curriculum Vitae (Optional)
4. Copies / digital scans of all university diplomas, both undergraduate and graduate.
5. Copies / digital scans of academic transcripts from any undergraduate and graduate schools attended.
6. Copies / digital scans of any teaching certificates you hold (e.g., official IB certification, PGCE, TEFL, TESOL, CELTA, DELTA, etc.)
7. Copies / digital scans of the front and back of your Japanese residence card, if you have one.

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

*All digital uploads, unless otherwise specified, must be in PDF format.

6. Application process

First-Stage: Applicant document screening.

- The school may conduct an online pre-interview with certain candidates.
- Information submitted by applicants may be subjected to verification screening.

Second-Stage: Sample lesson and interview at Ritsumeikan Uji High School.

- In the case of an applicant based overseas, an online interview and sample lesson may be conducted.

* Successful applicants are required to undergo a medical examination after taking up their post.

*Please note: no transportation allowance can be offered to cover these costs.

7. Conditions

1. The initial contract will run from September 1st, 2026 through March 31st, 2027.
2. Subsequent contracts will each run for one academic year, from April 1st through March 31st. The contract may be renewed a maximum of four times (5 years in total) upon mutual agreement between employer and employee.
3. The contract is administered in accordance with the various regulations of the Ritsumeikan Trust.

8. Remuneration and benefits

Annual Salary	4.704 million yen (Year 1)
	5.012 million yen (Year 2)
	5.334 million yen (Years 3 - 5)
Benefits	1 Tokubetsu Lecturers for International Baccalaureat Program (hereafter “the Eligible Payee”) living eighty (80) km or more away from the train station nearest to his or her new place of work with the Trust and who must move to a location near that place of work shall be paid the actual one-way travel expenses, and household goods shipping expenses, a maximum of one (1) time; however, the airfare in the case of a transfer from overseas shall be the actual cost of economy-class tickets from the Eligible Payee’s place of residence to Osaka unless there are special circumstances. 2 The aforementioned one-way travel expenses shall be paid for the Eligible Payee and his or her dependent spouse, children, and parents who live with the Eligible Payee. 3 The household goods shipping expenses shall be paid up to a maximum of three hundred thousand yen (¥300,000) in the case of a domestic transfer or five hundred thousand yen (¥500,000) in the case of an overseas transfer, upon submission of the receipt for those expenses. 4 The travel expenses, etc., stipulated in this Article shall not be paid to YukikoyoKyoins other than Eligible Payees.
	Daily transport allowance to and from workplace
	Regular professional development opportunities, including international IB Workshops.

	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.

9 .Contact Information

Ritsumeikan Uji Junior and Senior High School

Recruitment Office

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

Tel: +81 (0) 774-41-3000 Fax: +81 (0) 774-41-3555 E-mail: jijij331@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.

学校設置者等及び民間教育保育等事業者による児童対象性暴力等の防止等のための措置に関する法律
（令和 6 年法律第 69 号）（抄）

（定義）

第二条（略）

7 この法律において「特定性犯罪」とは、次に掲げる罪をいう。

一 刑法（明治四十年法律第四十五号）第七十六條、第七十七條、第七十九條から第八十二條まで、第二百四十一條第一項若しくは第三項又は第二百四十三條（同項の罪に係る部分に限る。）の罪

二 盗犯等の防止及び処分に係る法律（昭和五年法律第九号）第四條の罪（刑法第二百四十一條第一項の罪を犯す行為に係るものに限る。）

三 児童福祉法第六十條第一項の罪

四 児童買春、児童ポルノに係る行為等の規制及び処罰並びに児童の保護等に関する法律（平成十一年法律第五十二号）第四條から第八條までの罪

五 性的な姿態を撮影する行為等の処罰及び押収物に記録された性的な姿態の影像に係る電磁的記録の消去等に関する法律（令和五年法律第六十七号）第二條から第六條までの罪

六 都道府県の条例で定める罪であって、次のイからロまでに掲げる行為のいずれかを罰するものとして政令で定めるもの

イ みだりに人の身体の一部に接触する行為

ロ 正当な理由がなく、人の通常衣服で隠されている下着若しくは身体をのぞき見し、若しくは写真機その他の機器（以下このロにおいて「写真機等」という。）を用いて撮影し、又は当該下着若しくは身体を撮影する目的で写真機等を差し向け、若しくは設置する行為

ハ みだりに卑わいな言動をする行為（イ又はロに掲げるものを除く。）

ニ 児童と性交し、又は児童に対しわいせつな行為をする行為

8 この法律において「特定性犯罪事実該当者」とは、次の各号のいずれかに該当する者をいう。

一 特定性犯罪について拘禁刑を言い渡す裁判が確定した者（その刑の全部の執行猶予の言渡しを受けた者（当該執行猶予の言渡しを取り消された者を除く。次号において「執行猶予者」という。）を除く。）であって、その刑の執行を終わり、又は執行を受けることがなくなった日から起算して二十年を経過しないもの

二 特定性犯罪について拘禁刑を言い渡す裁判が確定した者のうち執行猶予者であって、当該裁判が確定した日から起算して十年を経過しないもの

三 特定性犯罪について罰金を言い渡す裁判が確定した者であって、その刑の執行を終わり、又は執行を受けることがなくなった日から起算して十年を経過しないもの

附 則

（改正前の刑法に規定する罪についてのこの法律の適用関係）

第二条 第二條第七項（第一号に係る部分に限る。）の規定の適用については、次に掲げる罪は、同号に掲げる罪とみなす。

一 刑法の一部を改正する法律（平成二十九年法律第七十二号。次項において「刑法一部改正法」と

いう。)による改正前の刑法第七十八條の二、第八十一條第三項若しくは第二百四十一條の罪又はこれらの罪の未遂罪。 二 刑法及び刑事訴訟法の一部を改正する法律（令和五年法律第六十六号）第一條の規定による改正前の刑法第七十六條から第七十八條までの罪又はこれらの罪の未遂罪。 2 第二條第七項（第二号に係る部分に限る。）の規定の適用については、刑法一部改正法附則第三條の規定による改正前の盗犯等の防止及び処分に關する法律第四條の罪（刑法一部改正法による改正前の刑法第二百四十一條前段の罪又はその未遂罪を犯す行為に係るものに限る。）は、同号に掲げる罪とみなす。 （懲役を言い渡す裁判についてのこの法律の適用關係） 第三條 第二條第八項（第一号及び第二号に係る部分に限る。）及び第三十四條第二項（第一号並びに第二号口及びホに係る部分に限る。）の規定の適用については、刑法等の一部を改正する法律（令和四年法律第六十七号）第二條の規定による改正前の刑法第十二條に規定する懲役又はその全部の執行猶予を言い渡す裁判は、拘禁刑又はその全部の執行猶予を言い渡す裁判とみなす。

※第2條第7項第5号の罪は、学校設置者等及び民間教育保育等事業者による児童対象性暴力等の防止等のための措置に關する法律施行令（令和7年政令第440号）（抄）第2條及び附則第2項に掲げる条例（各都道府県のいわゆる迷惑防止条例及び青少年健全育成条例）で定める又は定められていた罪であつて、同号イからニまでに掲げる行為のいずれかを罰するものをいう。