

**Ritsumeikan Uji High School**  
**Non-Tenured Full-Time (Tokubetsu) IBDP Lecturer**  
**Recruitment Information 2023**

1. **Titles of Positions:** IB Diploma Teacher. Biology SL, Biology HL
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, 2023
4. **Requirements:**
  - 1) Speaks English as a first language or demonstrates equivalent ability.
  - 2) Holds a valid Japanese VISA.
  - 3) Applicants must be able to teach Higher Level diploma classes in Biology SL, Biology HL, as well as other IB subjects if possible. Successful applicants will also be required to teach Science or Math classes depending on school needs.
  - 4) At a minimum, applicants must hold an undergraduate specialisation in the study of Science, Math, or hold an undergraduate degree comprising units in those subjects.
  - 5) Applicants are expected to hold an official IB certificate in Biology SL, Biology HL (in-person or online) or have workshop experience. 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.)
  - 6) Applicants with recognized teaching certifications 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:**

**The deadline for applications is: Friday, March 17, 2023 at 17:00**  
**※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=SUR20230215104636928263947>
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.. (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 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 1st, 2023 through March 31, 2024.
  - 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: jinji331@ujc.ritsumeimei.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.