

# 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)

**Workplace:** Ritsumeikan Uji Junior and Senior High School

**Location:** Uji City, Kyoto Prefecture, Japan

**Start Date:** September 1st, 2024

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 with the ability to teach General Science for the 11-15 age range as well as a willingness to support the extension of our already successful IBDP Environmental Systems and Societies (ESS) course. Whilst experience in ESS would be an advantage, full support and workshop training will be provided for an enthusiastic teacher.

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) 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 at their own expense, an official IB certification (in-person or online) for Biology, such as the *Category One Group 4 Sciences, Biology* workshop. Successful applicants will be expected to hold the certification by September 1st, 2024.

### 3. Preferences

- Recognized teaching certification.
- Able to start work at the beginning of the new Japanese academic year on September 1st.
- Enthusiasm to teach IBDP ESS as well as IBDP biology 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=SUR20240507154438528003426>

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, 2024 through March 31st, 2025.
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	4.566 million yen (Year 1)
	4.866 million yen (Year 2)
	5.178 million yen (Years 3 - 5)
Benefits	Single one-way flight provided and relocation fee to successful applicants coming from outside Japan
	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 Hachikenyadani, Hirono-cho, Uji-shi, Kyoto-fu

Tel: +81 (0) 774-41-3000 Fax: +81 (0) 774-41-3555 E-mail: [jinji331@ujc.ritsumei.ac.jp](mailto: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.