

The Ritsumeikan Trust
AY2024 Application Guidelines
for Non-Fixed Term Full-Time Lecturer in a Foreign Language
(Limited to those with teaching experience)

1. Position:

Non-Fixed Term Full-time Lecturer in a Foreign Language

2. Starting Location:

Ritsumeikan Primary School (Kyoto City, Kyoto, Japan)

3. Duties and Responsibilities:

Successful applicants will engage in the following duties.

- (1) Teach a subject in a foreign language
- (2) Coordinate Full-time Foreign Language Lecturers and Part-time Teachers for foreign language class management
- (3) Draw up foreign language learning plans and implement these plans
- (4) Prepare examination questions that are to be used in class and proctor examinations
- (5) Engage in work related to international exchange
- (6) Engage in duties related to entrance examinations
- (7) Attend designated meetings
- (8) Engage in other work related to teaching in a foreign language

4. Opening (Subject, Recruitment Number):

English: A few positions

5. Work Commencement Date:

April 1, 2024

6. Qualification Requirements:

All requirements listed in Table A below and one of the requirements listed in Table B (1, 2 or 3) must be met. In addition, it is preferred that the conditions listed in Table C are fulfilled.

A	Be able to start working on April 1, 2024.
	Hold a BA or higher degree.
	Have worked for at least one consecutive year as a full-time teacher in charge of the same subject as the subject applied for at an elementary school, junior high school, senior high school, or special needs school.

B	1	Hold both Japanese junior high school and senior high school (Class 1 or Specialist) teaching licenses for English, or be expected to obtain these licenses by March 31, 2024
		Hold one of the following certifications with scores as listed in (1) through (4). (1) EIKEN Test (Eiken Foundation of Japan) Grade 1 (2) TOEFL iBT® Test (CIEE) 100 or more (3) TOEIC® Test 900 or more (The Institute for International Business Communication) (4) IELTS 7.0 or more (Limited to the Academic Module. Overall Band Score) * The certifications except EIKEN Test must be passed or obtained in regular examinations held in July 2021 or later.
	2	Speak English as a First Language, or demonstrate equivalent ability.
		Hold an English teaching qualification (TESOL, TEFL, CELTA, etc.), or be expected to obtain the qualification by March 31, 2024
	3	Speak English as a First Language, or demonstrate equivalent ability.
		Hold both Japanese junior high school and high school (Class 1 or Specialist) teaching licenses for English, or be expected to obtain these licenses by March 31, 2024

C	<i>Hold a Japanese high school provisional teaching license for the English, or those who are expected to obtain the license by March 31, 2024.</i>
	<i>Hold a teaching license for the subject applied for in their home country.</i>
	<i>Have sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes.</i>

7. Application Documents:

- 1) Application form
Use the designated form (Please download the form from the employment website: Go to <<http://www.ritsumei.ac.jp/ikkan/bosyu.html/>> and see “Non-Fixed Term Full-time Lecturer in a Foreign Language”). A photo must be attached.
(Submit in word format.)
- 2) Work experience resume (One page, A4 size)
(Submit in PDF or word format.)
- 3) Copies of all university diplomas, both undergraduate and graduate
(Submit in JPEG or PDF format.)
- 4) Copies of academic transcripts from all undergraduate and graduate studies
(Submit in JPEG or PDF format.)
- 5) Copies of English teaching certificates, if applicable (e.g. TESOL, TEFL, CELTA)
(Submit in JPEG or PDF format.)
- 6) Copies of any teaching licenses from your home country or other teaching licenses, if applicable
(Submit in JPEG or PDF format.)
- 7) A copy of one of the certifications or scores listed in “6. Qualification Requirements” Table “B.1” (1) through (4) (only for applicants who apply by the requirements listed in “6. Qualification Requirements” Table “B.1”)
(Submit in JPEG or PDF format.)

***Please set file names of application documents to one-byte alphanumeric characters.**

8. Application Period:

Applications are accepted between **Sunday, October 1, 2023 and Sunday, October 22, 2023, 23:59 (Japan Standard Time).**

9. How to Apply:

Please upload the application documents listed in 7. above using the following online recruitment system.

◇Except 3),4),7)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljmjpb-683389f81167c686008dc4e9078a00eb>

◇3)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljmjpi-795dcc9d7895c4ef863e0e855822a475>

◇4)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljmjqb-12c0f0d7a3336d07bb3ba7950bf980aa>

◇7)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-ljnbnd-1397a485bd71e5f204bc832709fa3d7f>

10. Contents of the Selection

(1) Selection Schedule:

Selection Stage 1	Application Screening
Selection Stage 2	Sample Lesson and Interview Date and Time One of the following dates November 18 or 19, 2023. - Dates and times will be notified to successful applicants of Selection Stage 1 by November 10. Venue: Kansai Venue (Kyoto City)
Selection Stage 3	Final Interview Date: One of the following dates: December 9 or 10, 2023※ Venue: Ritsumeikan Suzaku Campus (Kyoto city)

* Transportation expenses will not be provided.

※About Selection Stage 3

The schedule may be changed according to circumstances.

The date and time will be announced to the successful applicants of the Selection Stage 2.

(2) Exemption from Part of the Selection Process

Those for whom the following are applicable will be exempted from part of the selection process.

Exemption Type		Reason for Exemption	Exempted Selection Stage
①	Full-time lecturers who already work at one of the Ritsumeikan Trust's affiliated schools.	1. Those who are employed in one of the following positions at one of Ritsumeikan Trust's affiliated schools at the time of application and who have worked in that position for at least one year continuously from April 1st, 2022 to the time of application will be exempted from the Selection Stage 1. • Full-time Lecturer (常勤講師) • Special (<i>Tokubetsu</i>) Lecturer for the	Selection Stage 1

		International Baccalaureate Program (国際バ カロレアプログラム特別講師) Please be sure to clearly indicate your employment type and period in the work experience resume section of the “Application form”.	
--	--	---	--

11. Salary/Benefits :

Salary/Benefits will be paid in accordance with the policies of the Ritsumeikan Trust.

Basic Annual Salary	The salary for the first year is 5,500,000 yen. The basic annual salary shall be determined as a yearly amount and divided by twelve, and one twelfth (1/12) of the basic annual salary shall be paid each month. No bonuses shall be paid. There shall be a possibility of a pay raise. Maximum salary shall not exceed 6,500,000 yen.
Allowances	Commuting allowance, etc. No retirement allowance shall be paid.
Social Insurance	The employees are required to join the Mutual Aid Association of Private School Personnel (Shigaku Kyosai) during the term of their employment at Ritsumeikan Trust. Ritsumeikan Trust and the employees shall pay a prorated cost in accordance with Japanese law. The employees are also required to join the Shigaku Kyosai pension scheme, and that fees for the pension and health insurance and Nursing Care Insurance plans will be deducted from the employee’s salary each month.
Employment Insurance	The employees are required to join employment insurance during the term of their employment at Ritsumeikan Trust. Ritsumeikan Trust and the employees shall pay a prorated cost in accordance with Japanese law. Please be advised that the fees for employment insurance plans will be deducted from the employee’s salary each month.
Age of Retirement	The mandatory age of retirement is 60 years old.

12. Transfers:

- Transfers between affiliated schools located in the Kyoto-Shiga area may be made.
- In principle, transfers between affiliated schools located in the Kyoto-Shiga area and Ritsumeikan Keisho Junior and Senior High School located in Hokkaido are not made. However, transfers may be made considering personal requests.

13. Contact:

Office of Human Resources (Jinji-ka), Division of Human Resources,
 The Ritsumeikan Trust

[Tel] +81 75 813 8510 (9:00 am – 5:30 pm, Monday – Friday)

[E-mail] trecruit @st.ritsumei.ac.jp

*If you have any inquiries, please feel free to contact us.

*If not urgent, please contact us by email.

14. Others:

1) Please go to the Ritsumeikan Trust Employment Information website (URL : <http://www.ritsumei.ac.jp/ikkan/bosyu.html/>) and see "Recruitment of affiliated school foreign language instructors".

2) Download the application form from the website above or create your application form using the same format.

3) In order to further promote diversity and inclusion, Ritsumeikan has established the “Guidelines for Providing Reasonable Accommodation to Ritsumeikan Trust Faculty and Staff” and when a faculty or staff member with a disability expresses a need for reasonable accommodation, the Ritsumeikan Diversity and Inclusion Promotion Office takes the lead considering the content of reasonable accommodation to be provided individually based on the needs of each individual.

If you require reasonable accommodation in order to take part in the selection process for this job, please contact us by October 22nd.

The “Guidelines for Providing Reasonable Accommodation to Ritsumeikan Trust Faculty and Staff” can be found at the following link.

< Ritsumeikan University Office of Diversity and Inclusion Promotion website >

<https://en.ritsumeikan-trust.jp/diversity/>

Handling of Personal Information

Application documents will be used only for the recruitment selection process and personnel management of the recruits, and will not be used for any other purposes. Any personal information gathered will be managed securely in compliance with the Act Concerning Protection of Personal Information.