

**The Ritsumeikan Trust**  
**AY2025 Application Guidelines for**  
**Specially Hired Tenured English Teacher**

**1. Position:**

Primary School and Junior/Senior High School Tenured Teacher

**2. Starting Location:**

Ritsumeikan Junior and Senior High School (Nagaokakyo, Kyoto, Japan)

Ritsumeikan Uji Junior and Senior High School (Uji City, Kyoto, Japan)

**3. Duties and Responsibilities:**

Successful applicants will engage in the following duties.

- (1) Organize and teach classes
- (2) Manage classes
- (3) Develop teaching materials
- (4) Manage student behavior
- (5) Engage in duties related to entrance examinations (including preparing examination questions, proctoring examinations, attending information sessions, etc)
- (6) Perform duties related to school events
- (7) Perform duties related to extracurricular club activities
- (8) Communicate with parents and guardians
- (9) Attend meetings
- (10) Participate in workshops
- (11) Perform other necessary duties as instructed by the principal

**4. Opening (Subject, Recruitment Number):**

English: A few positions

**5. Work Commencement Date:**

April 1, 2025

**6. Qualification Requirements:**

**Preference would likely be given to those who meet these conditions.**

- a. Hold a teaching license in applicants' home country.
- b. Have sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes.

**All of these conditions must be met.**

A	Be able to start working on April 1, 2025.	
	Hold a BA or higher degree.	
	Speak English as a first Language or demonstrate equivalent ability.	
	Must have worked as a full-time teacher at an elementary school, junior high school, high school, or special needs school for at least one consecutive year, teaching the same subject as the subject for which you are applying.	
	Must be able to be in charge of a homeroom as a homeroom teacher.	

**One of these conditions must be met.**

B	1	Holders of an English teaching qualification (TESOL, TEFL, CELTA, etc.), or those who are expected to obtain the qualification by March 31, 2025.
	2	Holders of both Japanese junior high school and senior high school (Class 1 or Specialist) teaching licenses for English, or those who are expected to obtain these licenses by March 31, 2025.

## 7. Application Documents:

- 1) Application form  
Use the designated form (Please download the form from the employment website ).  
A photo must be attached.  
(Submit in Microsoft word or PDF format.)
- 2) Work experience resume, if applicable (One page, A4 size)  
(Submit in Microsoft word or PDF 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) A copy of an English teaching certificate, if applicable (e.g. TESOL, TEFL, CELTA)  
(For application by e-mail, please 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.)

## 8. Application Period:

Applications are accepted between **Saturday, May 18, 2024 and Wednesday, June 12, 2024, 23:59 (Japan Standard Time).**

## 9. How to Apply:

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

◇Except 3),4)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-lircpe-cc14ba676df7dcc2fc2f7f9f8de2be99>

◇3)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-lircrf-a6d90245ab2f02af62ed4d84c47cd2f5>

◇4)

<https://reg18.smp.ne.jp/regist/is?SMPFORM=leqg-lircrh-d5ac48fb7450ecfe07230f8ab3da076a>

## 10. Contents of the Selection

### (1) Selection Schedule:

Selection Stage 1	Application Screening
Selection Stage 2*	Mock Lesson and Interview Date: One of the following dates: July 20, 21, 27 or 28, 2024 • The date and time will be announced to the successful applicants of the Selection Stage 1 by July 12. Venue: Kansai Venue (Kyoto City)
Selection Stage 3*	Executive Interview Date: One of the following dates: August 31 or September 1, 2024 • The date and time will be announced to the successful applicants of the Selection Stage 2. Venue: Ritsumeikan Suzaku Campus

\* Transportation expenses will not be provided.

## (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.	<p>1. Those who have been employed in one of the following positions at the Ritsumeikan Trust from at least April 1, 2023 to the time of application will be exempted from the initial screening.</p> <ul style="list-style-type: none"> <li>• Full-time Lecturer (常勤講師)</li> <li>• Special (<i>Tokubetsu</i>) Lecturer for the International Baccalaureate Program (国際バカロレアプログラム特別講師)</li> <li>• Non-Fixed Term Full-Time (<i>Sennin</i>) Lecturer in a Foreign language (外国語専任講師)</li> </ul> <p>Please be sure to clearly indicate your employment type and period in the work experience resume section of the "Application form".</p>	Selection Stage 1

## 11. Salary/Benefits :

Salary/Benefits will be paid in accordance with the policies of the Ritsumeikan Trust. (Actual results for FY2023 below. This is an example and is subject to change.)

Basic Salary (Reference Examples)	<p>22 years old: 246,000 yen/month            30 years old: 350,000 yen/month            40 years old: 486,000 yen/month            50 years old: 591,000 yen/month            * Salary increases yearly according to age.</p>
Bonus	Annual total 5.1 months' worth of your monthly income + 100,000 yen (broken into two payments and paid in summer and winter)
Allowances	Seniority allowance, Dependent allowance, Housing allowance, Commuting allowance, etc.
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 and offices 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.
- The extent to which job responsibilities in the position can be changed will be determined by Ritsumeikan Trust Corporation.

### 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] [trecurit@st.ritsumei.ac.jp](mailto:trecurit@st.ritsumei.ac.jp)

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

\*If not urgent, please contact us by email.

### 14. Other Information

- 1) Please go to the Ritsumeikan Trust Employment Information website (URL : <http://www.ritsumei.ac.jp/ikkan/bosyu.html/>) and see “Specially Hired Tenured English Teacher”.
- 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 June 12.

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/>

- 4) We are planning to hold a web-based information session as follows. Please note that participation in the information session will not affect your selection for employment.

■Friday, May 31, 2024 19:00-20:00  
Online Information Session for Full-time Teachers (including English Special Recruitment) (Explanations related to special English recruitment will be given in English.)

To register for the above online information session,  
please access the following URL or the QR code on the right.  
<https://forms.office.com/r/cfUt9rBADM?origin=lprLink>



#### 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.