

The Ritsumeikan Trust
AY2023 Application Guidelines for
Specially Hired Tenured English Teacher

1. Position:

Primary School and Junior/Senior High School Tenured Teacher

2. Starting Location:

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):

Social Studies (Geography and History) : A few positions

5. Work Commencement Date:

April 1, 2023

6. Qualification Requirements:

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

- a. Hold a teaching license in your home country.
- b. Have sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes.
- c. Be able to teach IBDP (Economics).

A	Be able to start working on April 1, 2023.	
	Hold a BA or higher degree.	
	Speak English as a first Language or demonstrate equivalent ability.	

B	1	Have majored in fields related to Geography and History at a Bachelor's level or higher.
	2	Hold a Japanese junior high school (Class 1 or Specialist) teaching license for Social Studies and a senior high school (Class 1 or Specialist) teaching license for Geography and History, or be expected to obtain these licenses by March 31, 2023.

7. Application Documents:

- 1) Application form
Use the designated form (Please download the form from the employment website: Go to <<http://www.ritsumeai.ac.jp/ikkan/bosyu.html/>> and see “Specially Hired Tenured English Teacher”). A photo must be attached.
(Submit in word format.)
- 2) Work experience resume, if applicable (One page, A4 size)
(Submit in 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 any teaching licenses from your home country or other teaching licenses, if applicable
(Submit in JPEG or PDF format.)
- 6) A copy of the Certificate of Attendance of an IB Workshop, if applicable
(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 **Saturday, May 21, 2022 and Wednesday, June 15, 2022, 23:59 (Japan Standard Time).**

9. How to Apply:

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

<https://rw.ritsumeai.ac.jp/survey/SVA20D0.html?key=SUR20220225194459689658762>

10. Contents of the Selection

(1) Selection Schedule:

Selection Stage 1	Application Screening
Selection Stage 2*	Sample Lesson and Interview Date: One of the following dates: July 23, 24, 30 or 31, 2022 • The date and time will be announced to the successful applicants of the Selection Stage 1 by July 15. Venue: Kansai Venue (Kyoto City)
Selection Stage 3*	Final Interview Date: One of the following dates: September 3 or 4, 2022 • 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 for at least one year as of March 31, 2022 and who continue to be employed as the same after April 2022 will be exempted from the initial screening.</p> <ul style="list-style-type: none"> • Full-time Lecturer (常勤講師) • 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) • Non-Fixed Term Full-Time (<i>Sennin</i>) Lecturer in a Foreign language (外国語専任講師) <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.

Basic Salary (salary based on age)	<p>Examples of teachers working at affiliate schools in the Kyoto & Shiga area</p> <p>22 years old: 239,000 yen/month 30 years old: 343,000 yen/month 40 years old: 479,000 yen/month 50 years old: 585,000 yen/month</p> <p>* 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 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] treruit@st.ritsumei.ac.jp

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

*If not urgent, please contact us by email.

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.