



September 2025



- ◆Position:
 Primary School and Junior/Senior High School Tenured Teacher
- ◆Starting Location:
 Ritsumeikan Uji Junior and Senior High School (Uji City, Kyoto, Japan)



♦Duties and Responsibilities:

Successful applicants will engage in the following duties.

- (1)Organize and teach classes
- (2) Manage a HR (home room) class as a HR classroom teacher
- (3) Develop teaching materials
- (4) Manage students' behavior
- (5) Engage in duties related to entrance examinations (including preparing examination questions, proctoring examinations, attending information sessions, etc)
- (6) Engage in duties related to school events
- (7) Engage in 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



◆Opening (Subject,Recruitment Number):

Kyoto/Shiga Area	Subject	Recruitment Number
Ritsumeikan Uji Junior and Senior High School	Social studies (geography and history)	A few positions



♦Work Commencement Date:

April 1, 2026



♦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 in Table C are fulfilled.

	Be able to start working on April 1, 2026.	
	Hold a BA or higher degree.	
A	Speak English as a first Language or demonstrate equivalent ability.	
	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.	
	Be able to manage a HR class as a HR classroom teacher.	
	Applicants must be able to teach IBDP (Geography and History).	



В	1	Applicants must have an academic background of a bachelor's degree or higher in geography or history.
	2	Applicants must hold both Japanese junior high school and senior high school (Class 1 or Specialist). *Applicants must hold a teaching license in Geography and History.



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



♦Selection Schedule:

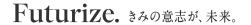
Application screening will be conducted for all applicants. The results of the document screening will be notified to the email address provided in the resume by Friday, November 7. If you do not receive an email, please promptly contact the 'inquiry contact' mentioned below.

Selection Schedule		
Selection Stage 1	-	Application Screening
Selection Stage 2	Date: One of the following dates: Saturday, November 15, and Sunday, November 16 Venue: Kansai Venue	Sample Lesson and Interview
Selection Stage 3	Take the exam on the web	Aptitude Tests
	Date: One of the following dates: Saturday, December 6, or Sunday, December 7	Final Interview
	Venue: Ritsumeikan Suzaku Campus (Kyoto City)	
	*Dates are subject to change due to circumstances. Details will be notified to those who pass the second screening.	
1117日 きなの音士が 土本 ***********************************	Screening.	



♦ About sample lessons

Sample lessons will be held for all school types and subjects.





♦Notes

- -Transportation expenses will not be provided.
- -If you do not take any one of the selections, you will be considered to have declined to take the selections at that time and will be disqualified from taking the selections.
- -The interview schedule cannot be changed for any reason.
- -No retests will be given for any reason.



- ◆About the Selection Venue
- -The venue for the second screening will be designated by us.
- -The second screening at the Hokkaido venue will be conducted only for the subjects recruited by Ritsumeikan Keisho Junior and Senior High School.
- -The third screening will be held in Kyoto (Ritsumeikan Suzaku Campus).
- -Details of each screening will be notified to those who pass the respective screenings.

Screening	Venue (tentative)
Selection Stage 1	
Selection Stage 2	Kansai Venue
Selection Stage 3	Ritsumeikan Suzaku Campus (Kyoto City)



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
Full-time lecturers who already work at one of the Ritsumeikan Trust's affiliated schools.	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, 2024 to the time of application will be exempted from the Selection Stage 1. • Full-time Lecturer(常勤講師) • Special (Tokubetsu) 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 (Sennin) Lecturer in a Foreign language(外国語専任講師) Please be sure to clearly indicate your employment type and period in the work experience resume section of the "Application form".	Selection Stage 1

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◆Application Period:

Applications are accepted between <u>Sunday, September 28, 2025, and Sunday, October 19, 2025, 11:59 PM (Japan Standard Time).</u>



◆Application Documents:

①Application 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.)
②Work experience resume	One page, A4 size (Submit in Microsoft word or PDF format.)
③Copies 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.)
⑤Copies of English teaching certificates, if applicable (e.g. TESOL, TEFL, CELTA)	(Submit in JPEG or PDF format.)
©Copies of any teaching licenses from your home country or other teaching licenses, if applicable	(Submit in JPEG or PDF format.)
⑦Copies of workshop completion certificates issued by the IBO, if applicable	(Submit in JPEG or PDF format.)



♦How to Apply:

Please upload the application documents listed below using the following online recruitment systems.

①Application form	Except ③、④
②Work experience resume	https://reg18.smp.ne.jp/regist/is?SMPFORM=legg-lircpe- cc14ba676df7dcc2fc2f7f9f8de2be99
③Copies of all university diplomas, both undergraduate and graduate	3
(4) Copies of academic transcripts from all undergraduate and graduate studies	https://reg18.smp.ne.jp/regist/is?SMPFORM=legg-lircrf-a6d90245ab2f02af62ed4d84c47cd2f5
⑤Copies of English teaching certificates, if applicable (e.g. TESOL, TEFL, CELTA)	4 https://reg18.smp.ne.jp/regist/is?SMPFORM=legg-lircrh-
©Copies of any teaching licenses from your home country or other teaching licenses, if applicable	d5ac48fb7450ecfe07230f8ab3da076a
⑦Copies of workshop completion certificates issued by the IBO, if applicable	



♦Salary/Benefits:

Salary/Benefits will be paid in accordance with the policies of the Ritsumeikan Trust.(The amount of bonus is based on the actual result for AY2024. This is an example and is subject to change.)

Basic Salary(Reference Examples)	Bonus Allowances Annual salary raise
22 years old: 249,000yen/month 30 years old: 353,000yen/month 40 years old: 490,000yen/month 50 years old: 593,000yen/month	Bonus: Annual total 5.1 months' worth of your monthly income + 100,000 yen (broken into two payments and paid in summer and winter)
*Salary increases yearly according to age. *The mandatory age of retirement is 60 years old.	Allowances: Seniority allowance, Dependent allowance, Housing allowance, Commuting allowance, etc. Annual salary raise: once a year (in October)

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◆Transfers:

- Transfers between affiliated schools located in the Kyoto-Shiga area may be made.
- In principle, transfers between affiliated schools in the Kyoto-Shiga area and Ritsumeikan Keisho Junior and Senior High School in Hokkaido may be made considering individual circumstances.
- The extent to which job responsibilities in the position can be changed will be determined by Ritsumeikan Trust Corporation.



◆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

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.

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

^{*}If not urgent, please contact us by email.



♦Other Information

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 Sunday, October 19.

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/



- -Please visit the Ritsumeikan Trust Employment Information website https://www.ritsumei.ac.jp/ikkan/bosyu.html/ and see "Specially Hired Tenured English Teacher".
- -Download the application form from the website above or create your application form using the same format.

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