

The Ritsumeikan Trust
AY2024 Application Guidelines for
Specially Hired Tenured English Teacher
(Limited to those with teaching experience)

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):

Math: 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 or 2) 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.
	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 teach IBDP Math AA, Math AI and junior high school math in English.
	Be able to manage a class as a classroom teacher.

B	1	Holders of an English teaching qualification (TESOL, TEFL, CELTA, etc.), or those who are expected to obtain the qualification by March 31, 2024.
	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, 2024.

C	<i>Hold a teaching license in your home country.</i>
	<i>Have sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes.</i>
	<i>Have completed IBDP Math AA and AI workshops.</i>

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 (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 **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 systems.

◇Except 3),4)

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

◇3)

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

◇4)

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

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. <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) Please be sure to clearly indicate your employment type and period in the work experience resume section of the "Application form".	Selection Stage 1

11. 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 AY2022. This is an example and is subject to change.)

Basic Salary (Reference Examples)	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.
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Bonus (based on the result for AY2022)	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](mailto:treruit@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 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.