RITSUMEIKAN

# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

Futurize.
きみの意志が、未来。

September 2026

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# Creating a Supportive and Sustainable Working Environment for Teachers

To enhance the quality of education, it is essential that every teacher can maintain and improve their own health and well-being, secure sufficient time to engage with students, and take on new educational challenges. We believe that teachers perform at their best when they work in a supportive and sustainable environment.

With this goal in mind, Ritsumeikan has been a pioneer in promoting sustainable school education by addressing long working hours, particularly by reducing tasks that do not necessarily require teaching qualifications or expertise. We strive to create a workplace where teachers can work with professional pride, motivation, and a sense of fulfillment.

## ★ Annualized Working Hours System ★

Since the 2020 academic year, Ritsumeikan has adopted an annualized working hours system. This system enables teachers to organize and carry out educational activities within their prescribed working hours, promoting a healthier and more sustainable work style.


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# Creating a Supportive and Sustainable Working Environment for Teachers

## ★ Work Style Reform Promotion Leave (250 Hours per Year in AY2026) ★

To support diverse working styles and work-life balance, Ritsumeikan provides Work Style Reform Promotion Leave. Teachers are encouraged to work flexibly, including adjusting their daily starting and finishing times to better accommodate their professional and personal needs.

## ★ A Collaborative Work Environment: No One Works Alone ★

Ritsumeikan promotes a collaborative approach to work by reducing the burden on teachers through various support measures. These include outsourcing tasks that do not require a teaching license, employing school support staff to handle administrative duties, appointing club activity instructors, and assigning specialist staff to advance distinctive educational programs.

Through these initiatives, Ritsumeikan continues to pursue its own distinctive model of work style reform, enabling teachers to focus more on teaching and student learning while maintaining a healthy and rewarding professional life.


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# The Educators We Seek

## We Are Looking for Teachers with the Passion and Aspiration to Shape the Future of Education

Ritsumeikan recruits full-time teachers for its affiliated schools through a unified, institution-wide hiring process rather than through individual schools.

This approach reflects our belief that, while each affiliated school develops its own distinctive educational strengths, the schools should also support one another and work together toward the advancement of the Ritsumeikan Academy as a whole. To foster this collaborative culture, we promote professional development opportunities, collaboration among teachers across affiliated schools, and faculty mobility between schools as part of long-term career development.

To nurture students who can confidently engage with and contribute to a global society, Ritsumeikan seeks educators who embody the following qualities:


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RITSUMEIKAN

# The Educators We Seek

## We Are Looking for Teachers with the Passion and Aspiration to Shape the Future of Education

We seek teachers who:

- Possess the passion and aspiration to take on new educational challenges without being constrained by conventional practices, based on the principles of the Ritsumeikan Charter, while pursuing their own professional growth and maintaining a healthy work-life balance within a comprehensive private educational institution connected to society and the wider world.
- Demonstrate a strong sense of ethics and responsibility as educators, grounded in the founding spirit and educational philosophy of Ritsumeikan, and are committed to fostering students' personal development through respect for others, rejection of violence, and the encouragement of independence and self-motivation.
- Continuously strive to enhance their professional expertise and teaching effectiveness in response to changing educational needs, and are dedicated to developing students into independent and self-directed learners.
- Remain committed to ongoing professional learning and growth, particularly in educational approaches and instructional competencies that are increasingly important in the modern era, including inquiry-based learning, active learning, career education, foreign language proficiency, ICT literacy, and digital skills.
- Value diversity, demonstrate originality grounded in deep thinking, and collaborate effectively with colleagues to advance innovative educational practices as part of a professional learning community.


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Position:

Tenured Teacher (Primary School, Junior High School, or Senior High School)

## ◆Starting Location:

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


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Duties and Responsibilities:

Successful applicants will engage in the following duties.

(1) Organize and teach classes
(2) Manage a class as a classroom teacher
(3) Develop teaching materials
(4) Provide student guidance and support
(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


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Opening (Subject, Number of Positions):

| Kyoto/Shiga Area | Subject | Number of Positions |
|---|---|---|
| Ritsumeikan Uji Junior and Senior High School | Japanese<br>English | A few positions |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Employment Start Date:

April 1, 2027


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher
## (Exclusively for Experienced Educators)

### ◆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, 2027. |
| | Hold a BA or higher degree. |
| | Native-level English proficiency or 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 homeroom class as a classroom teacher. |
| | Applicants for Japanese must be able to teach both IBDP (Japanese) and middle school Japanese.<br>Applicants for English must be able to teach both IBDP (English) and middle school English. |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

| | | |
|---|---|---|
| B | 1 | Applicants for Japanese must hold both Japanese junior high school and senior high school (Class 1 or Specialist) teaching licenses for Japanese. |
| | 2 | Applicants for English must have a qualification in English teaching (such as TESOL, TEFL, CELTA, etc.). |
| | 3 | Applicants for English must hold both Japanese junior high school and senior high school (Class 1 or Specialist) teaching licenses for English. |

| | |
|---|---|
| C | Hold a valid teaching qualification that permits the holder to teach in schools outside Japan. |
| | Have sufficient Japanese language proficiency needed to handle daily administrative affairs and, when necessary, communicate in classes. |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Qualification Requirements (Special Notes)

・In order to engage in the duties of this position, it is necessary to undergo a criminal record check to confirm whether an applicant has any prior convictions for designated sexual offenses, pursuant to the Act on Measures by School Founders and Private Educational/Childcare Service Providers to Prevent Sexual Violence Against Children (Act No. 69 of 2024, hereinafter referred to as the “Act for the Prevention of Sexual Violence Against Children”), which is scheduled to be enforced by December 25, 2026.

・If an applicant has a prior conviction for a designated sexual offense (i.e., is classified as an individual falling under the category of “Person with a Designated Sexual Offense Record”), the organization is required, under the Act for the Prevention of Sexual Violence Against Children, to take measures such as prohibiting such individuals from engaging in this work. For this reason, our organization requires that applicants have no prior convictions for designated sexual offenses as one of the conditions for employment.

・Accordingly, during the recruitment and selection process, we will confirm the presence or absence of prior convictions for designated sexual offenses by means such as written declarations and résumés.

Note: For the definitions of “Designated Sexual Offense” and “Person with a Designated Sexual Offense Record,” please refer to the attached legal provisions (Japanese only).


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

別紙（参照条文）

学校設置者等及び民間教育保育等事業者による児童対象性暴力等の防止等のための措置に関する法律（令和６年法律第 69 号）（抄）

（定義）

第二条（略）

７　この法律において「特定性犯罪」とは、次に掲げる罪をいう。

一　刑法（明治四十年法律第四十五号）第百七十六条、第百七十七条、第百七十九条から第百八十二条まで、第二百四十一条第一項若しくは第三項又は第二百四十三条（同項の罪に係る部分に限る。）の罪

二　盗犯等の防止及び処分に関する法律（昭和五年法律第九号）第四条の罪（刑法第二百四十一条第一項の罪を犯す行為に係るものに限る。）

三　児童福祉法第六十条第一項の罪

四　児童買春、児童ポルノに係る行為等の規制及び処罰並びに児童の保護等に関する法律（平成十一年法律第五十二号）第四条から第八条までの罪

五　性的な姿態を撮影する行為等の処罰及び押収物に記録された性的な姿態の影像に係る電磁的記録の消去等に関する法律（令和五年法律第六十七号）第二条から第六条までの罪

六　都道府県の条例で定める罪であって、次のイからニまでに掲げる行為のいずれかを罰するものとして政令で定めるもの

イ　みだりに人の身体の一部に接触する行為

ロ　正当な理由がなくて、人の通常衣服で隠されている下着若しくは身体をのぞき見し、若しくは写真機その他の機器（以下このロにおいて「写真機等」という。）を用いて撮影し、又は当該下着若しくは身体を撮影する目的で写真機等を差し向け、若しくは設置する行為

ハ　みだりに卑わいな言動をする行為（イ又はロに掲げるものを除く。）

ニ　児童と性交し、又は児童に対しわいせつな行為をする行為

８　この法律において「特定性犯罪事実該当者」とは、次の各号のいずれかに該当する者をいう。

一　特定性犯罪について拘禁刑を言い渡す裁判が確定した者（その刑の全部の執行猶予の言渡しを受けた者（当該執行猶予の言渡しが取り消された者を除く。次号において「執行猶予者」という。）を除く。）であって、その刑の執行を終わり、又は執行を受けることがなくなった日から起算して二十年を経過しないもの

二　特定性犯罪について拘禁刑を言い渡す裁判が確定した者のうち執行猶予者であって、当該裁判が確定した日から起算して十年を経過しないもの

三　特定性犯罪について罰金を言い渡す裁判が確定した者であって、その刑の執行を終わり、又は執行を受けることがなくなった日から起算して十年を経過しないもの

附　則

（改正前の刑法に規定する罪についてのこの法律の適用関係）

第二条　第二条第七項（第一号に係る部分に限る。）の規定の適用については、次に掲げる罪は、同号に掲げる罪とみなす。

一　刑法の一部を改正する法律（平成二十九年法律第七十二号。次項において「刑法一部改正法」という。）による改正前の刑法第百七十八条の二、第百八十一条第三項若しくは第二百四十一条の罪又はこれらの罪の未遂罪

二　刑法及び刑事訴訟法の一部を改正する法律（令和五年法律第六十六号）第一条の規定による改正前の刑法第百七十六条から第百七十八条までの罪又はこれらの罪の未遂罪

２　第二条第七項（第二号に係る部分に限る。）の規定の適用については、刑法一部改正法附則第三条の規定による改正前の盗犯等の防止及び処分に関する法律第四条の罪（刑法一部改正法による改正前の刑法第二百四十一条前段の罪又はその未遂罪を犯す行為に係るものに限る。）は、同号に掲げる罪とみなす。

（懲役を言い渡す裁判についてのこの法律の適用関係）

第三条　第二条第八項（第一号及び第二号に係る部分に限る。）及び第三十四条第二項（第一号並びに第二号ロ及びホに係る部分に限る。）の規定の適用については、刑法等の一部を改正する法律（令和四年法律第六十七号）第二条の規定による改正前の刑法第十二条に規定する懲役又はその全部の執行猶予を言い渡す裁判は、拘禁刑又はその全部の執行猶予を言い渡す裁判とみなす。

※第２条第７項第５号の罪は、学校設置者等及び民間教育保育等事業者による児童対象性暴力等の防止等のための措置に関する法律施行令（令和７年政令第 440 号）（抄）第２条及び附則第２項に掲げる条例（各都道府県のいわゆる迷惑防止条例及び青少年健全育成条例）で定める又は定められていた罪であって、同号イからニまでに掲げる行為のいずれかを罰するものをいう。


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Selection Schedule:

**Applicants who pass Selection Stage 1 will be notified of the details of the Selection Stage 2 by November 6th (Fri.) to the e-mail address indicated on your resume. If you do not receive an e-mail, please contact the inquiry office listed in the Contact section of this document.**

| Selection Schedule | | |
|---|---|---|
| Selection Stage 1 | - | Application Screening |
| Selection Stage 2 | Date: One of the following dates:<br>November 14th (Sat.) or 15th (Sun.), 2026<br>Venue: Kansai Venue | Sample Lesson and Interview |
| Selection Stage 3 | Take the exam on the web | Aptitude Tests |
| | Date: One of the following dates:<br>December 5th (Sat.) or 6th (Sun.), 2026<br><br>Venue: Ritsumeikan Suzaku Campus (Kyoto City)<br><br>*Dates are subject to change due to circumstances. Details will be notified to those who pass the second screening. | Final Interview |


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## ◆ Sample Lessons

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


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Notes

-Transportation expenses will not be provided.

-Applicants who fail to attend any stage of the selection process will be deemed to have withdrawn their application 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.


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Selection Venues

-The venue for the second screening will be designated by us.
-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) |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Exemption from Part of the Selection Process

**Applicants who meet any of the following criteria will be exempt from part of the selection process. Eligible applicants will receive details regarding the Selection Stage 2 by email at the address provided on their résumé no later than Friday, November 6. If you do not receive the email, please promptly contact the inquiry office listed in the Contact section of this document.**

| 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, 2025 to the time of application will be exempted from the Selection Stage 1.<br><br>・Full-time Lecturer（常勤講師）<br>・Special Lecturer for the International Baccalaureate Program（国際バカロレアプログラム特別講師）<br>・Non-Fixed Term Full-Time Lecturer in a Foreign language（附属校外国語専任講師）<br><br>Please be sure to clearly indicate your employment type and period in the work experience resume section of the "Application form".<br>For the purpose of calculating employment experience, only teaching experience in the subject area for which the applicant is applying will be taken into account. | Selection Stage 1 |

# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Application Period:

Applications are accepted between Friday, September 25, 2026 and Monday, October 19, 2026, 11:59 PM (Japan Standard Time).


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher
## (Exclusively for Experienced Educators)

## ◆Application Documents:

| | |
|---|---|
| ①Application form | Use the designated form (Please download the form from the employment website). A photo must be attached.<br>(Submit in Microsoft word or PDF format.) |
| ②Work experience resume | One page, A4 size<br>(Submit in Microsoft word or PDF format.) |
| ③Copies of all university diplomas, both undergraduate and graduate | (Submit in JPEG or PDF format.) |
| ④Copies of academic transcripts from all undergraduate and graduate studies | (Submit in JPEG or PDF format.) |
| ⑤Copies of an English teaching certificate, if applicable (e.g. TESOL, TEFL, CELTA) | (Submit in JPEG or PDF format.) |
| ⑥Copies of any teaching licenses from your home country or other teaching licenses, if applicable | (Submit in JPEG or PDF format.) |
| ⑦Copies of IB workshop completion certificates issued by the IBO, if applicable | (Submit in JPEG or PDF format.) |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆How to Apply:

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

| | |
|---|---|
| ①Application form | Except ③、④<br>https://reg18.smp.ne.jp/regist/is?SMPFORM=legg-lircpe-cc14ba676df7dcc2fc2f7f9f8de2be99<br><br>③<br>https://reg18.smp.ne.jp/regist/is?SMPFORM=legg-lircrf-a6d90245ab2f02af62ed4d84c47cd2f5<br><br>④<br>https://reg18.smp.ne.jp/regist/is?SMPFORM=legg-lircrh-d5ac48fb7450ecfe07230f8ab3da076a |
| ②Work experience resume | |
| ③Copies of all university diplomas, both undergraduate and graduate | |
| ④Copies of academic transcripts from all undergraduate and graduate studies | |
| ⑤A copy of an English teaching certificate, if applicable (e.g. TESOL, TEFL, CELTA) | |
| ⑥Copies of any teaching licenses from your home country or other teaching licenses, if applicable | |
| ⑦Copies of IB workshop completion certificates issued by the IBO, if applicable | |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Salary/Benefits:

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

| Basic Salary (Reference Examples) | Bonus and Allowances |
|---|---|
| 22 years old：254,200yen/month<br>30 years old：358,200yen/month<br>40 years old：495,200yen/month<br>50 years old：598,200yen/month<br><br>*Salary increases yearly according to age.<br>*The mandatory age of retirement is 60 years old. | Annual total 5.1 months' worth of your monthly income + 100,000 yen (broken into two payments and paid in summer and winter)<br><br>Seniority allowance, Dependent allowance, Housing allowance, Commuting allowance, etc. |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

◆Transfers:
- Transfers between affiliated schools located in the Kyoto-Shiga area (Ritsumeikan Primary School, Ritsumeikan Junior and Senior High School, Ritsumeikan Uji Junior and Senior High School and Ritsumeikan Moriyama Junior and Senior High School) 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.


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# Registration for the Pool of Candidates for Full-Time Lecturer and Part-Time Lecturer Positions

## ◆Registration for the Pool of Candidates for Full-Time Lecturer and Part-Time Lecturer Positions

If you are not selected for appointment as a tenured teacher through this recruitment process, you may choose to be registered in the Pool of Candidates for Full-Time Lecturer and Part-Time Lecturer Positions.

Individuals who register in this pool may be considered for lecturer positions that become available at Ritsumeikan affiliated schools during AY2026.

(1) Registration Period

Registration will remain valid until March 31, 2027.

(2) How to Register

On the final page of the Application Form (Document ①), applicants wishing to be considered for a Full-Time Lecturer position should check the box next to "I would like to work as a full-time (fixed-term) lecturer." Applicants wishing to be considered for a Part-Time Lecturer position should check the box next to "I would like to work as a part-time teacher."


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# Registration for the Pool of Candidates for Full-Time Lecturer and Part-Time Lecturer Positions

(3) Schools Expected to Make Appointments

Ritsumeikan Primary School(Kyoto City , Japan)
Ritsumeikan Junior and Senior High School(Nagaokakyo City, Kyoto, Japan)
Ritsumeikan Uji Junior and Senior High School (Uji City, Kyoto, Japan)
Ritsumeikan Keisho Junior and Senior High School (Ebetsu City, Hokkaido, Japan)
Ritsumeikan Moriyama Junior and Senior High School (Moriyama City, Shiga, Japan)

(4) Employment Terms

■Full-Time Lecturer

Contract period: Up to one year (single-year contract)
Maximum number of renewals: Two times
(For Ritsumeikan Keisho Junior and Senior High School, up to four renewals may be permitted.)

■Part-Time Lecturer

Contract period: Up to one year (single-year contract)
Contracts may be renewed, subject to a maximum cumulative employment period of five years.


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# Registration for the Pool of Candidates for Full-Time Lecturer and Part-Time Lecturer Positions

## (5) Salary (AY2026 Figures for Reference Only)

### ①Full-Time Lecturer

| Annual Salary | Note |
|---|---|
| First Year 4,704,000 yen<br>Second Year 5,012,400 yen<br>Third Year 5,334,000 yen | Additional benefits include:<br>Commuting allowance<br>Overtime allowance<br>Professional development allowance (180,000 yen per year)<br>Other applicable benefits and allowances |

### ②Part-Time Lecturer

| Teaching Salary | Note |
|---|---|
| 12,300 yen<br>- per weekly class period per month. | Additional benefits include:<br>Commuting allowance<br>Subject allowance (11,000 yen per month)<br>Meeting attendance allowance<br>Other applicable benefits<br>Bonus<br>Summer: 0.8 month's teaching salary<br>Winter: 1.2 months' teaching salary plus 5,000 yen |


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# Registration for the Pool of Candidates for Full-Time Lecturer and Part-Time Lecturer Positions

## (6) Important Notes

-- Full-time and part-time lecturers will be hired only when staffing needs arise due to vacancies or other circumstances. Registration in the candidate pool does not guarantee employment.

-- Based on your registration, an affiliated school or the Human Resources Office may contact you using the telephone number or email address provided in your application documents.

-- Whether or not you choose to register for the candidate pool will have no effect on the selection process for the tenured teacher position.


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Other Information

In order to further promote diversity, equity 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 Trust Office of Diversity, Equity and Inclusion 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 Monday, October 5.

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

< Ritsumeikan Trust Office of Diversity, Equity and Inclusion website >
https://en.ritsumeikan-trust.jp/diversity/
< Guidelines for Providing Reasonable Accommodation to Ritsumeikan Trust Faculty and Staff >
https://en.ritsumeikan-trust.jp/diversity/ReasonableAccommodation/


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Contact:

Office of Human Resources (Jinji-ka), Division of Human Resources,
The Ritsumeikan Trust
[Tel] +81-75-813-8150 (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.

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.


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ◆Support Programs for Childbirth, Childcare, and Family Caregiving

Ritsumeikan offers a range of support programs to help faculty and staff balance their professional responsibilities with childbirth, childcare, and family caregiving.

＜Childbirth and Childcare Support Programs＞

| Program | Description |
|---|---|
| Commuting Accommodation for Pregnant Employees | Pregnant faculty and staff who need to avoid rush-hour commuting may be granted a reduction of up to one hour in their daily working hours. |
| Prenatal Leave | Eligible employees may take prenatal leave beginning up to 56 days (8 weeks) before childbirth. |
| Postnatal Leave | A period of 56 days (8 weeks) of postnatal leave is provided following childbirth. |
| Spouse Childbirth Leave | Employees may take leave to support their spouse during hospitalization and after discharge, care for the newborn child, and complete procedures associated with the birth of a child. The entitlement is up to 2 days for a first child and up to 5 days for a second or subsequent child. |
| Childcare Leave | Regardless of gender, employees may apply for childcare leave to care for a child living in the same household. Leave may be taken until the earlier of:<br>-- the child reaching 18 months of age, or<br>-- the end of April in the academic year following the year in which the child turns one year old. |
| Nursing Breaks for Childcare | Female employees caring for a child under one year of age are entitled to two childcare breaks per working day, each lasting 30 minutes. |

# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ＜Childbirth and Childcare Support Programs＞

| Program | Description |
|---|---|
| Reduced Working Hours for Childcare | Employees raising a child who has not yet reached the age for entry into junior high school may request reduced working hours for childcare purposes. |
| Flexible Working Hours for Childcare | Employees raising a child who has not yet reached the age for entry into junior high school may, with the approval of their supervisor, adjust their daily starting and finishing times to accommodate childcare responsibilities. |
| Family Care Leave for a Child's Illness, Health Checkups, or Vaccinations | Employees may take leave until their child reaches the age for entry into junior high school for any of the following reasons:<br>■ Caring for a child who is injured or ill<br>■ Accompanying a child to health checkups or vaccinations (including optional vaccinations) provided or recommended by municipal governments under the Maternal and Child Health Act<br>■ Caring for a child whose school or class has been temporarily closed due to an infectious disease outbreak<br>■ Attending a child's entrance or graduation ceremony at a preschool, kindergarten, elementary school, or junior high school. |
| Childcare Support Subsidy | When work commitments make it difficult to provide childcare or family care at home, Ritsumeikan provides financial assistance for the use of babysitters, temporary childcare services, and home-helper services. |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

## ＜Family Caregiving Support Programs＞

| Program | Description |
|---|---|
| Family Care Leave | Employees who provide care for a family member requiring long-term care may take family care leave. Leave may be taken for a cumulative period of up to 365 days per eligible family member. |
| Family Care Absence | Employees caring for a family member requiring long-term care may take caregiving leave as needed. |
| Reduced Working Hours for Family Caregiving | Employees caring for a family member requiring long-term care may request reduced working hours. |
| Flexible Working Hours for Family Caregiving | With the approval of their supervisor, employees caring for a family member may adjust their starting and finishing times to accommodate caregiving responsibilities. |
| Home-Helper Service Subsidy | When work commitments make it difficult to provide care at home, Ritsumeikan provides financial assistance for the use of home-helper services, temporary care services, and babysitting services. |


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# The Ritsumeikan Trust AY2027 Application Guidelines for Specially Hired Tenured English Teacher (Exclusively for Experienced Educators)

-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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