



THE
BRITISH SCHOOL
IN TOKYO

Recruitment at BST



Recruitment information for BST candidates

This Booklet will cover:

- A brief history of BST
- Living in Tokyo
- Recruitment FAQs
 - Overseas-hire teachers
 - Local-hire teachers and teaching assistants
 - Business group (non-education) staff



A Brief History of BST



The British School in Tokyo was officially opened in 1989 by the incumbent British Prime Minister, Margaret Thatcher with just 63 girls and boys on roll. The school was established to meet the needs of parents who wished their children to receive a British-style primary education in Tokyo.

Today, based on two campuses in the very heart of Tokyo,

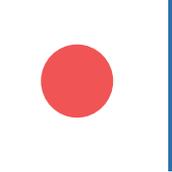
BST is a thriving school of 1000+ students, providing a stimulating and challenging education from Nursery through to university entrance. High academic standards and a positive, values-driven ethos have earned the school an excellent world-wide reputation: in March 2015, for example, the UK Independent Schools Inspectorate (ISI) once again rated BST 'Excellent' in all areas, a fitting testament to the hard work and dedication of our talented staff.





Academic

The purpose of BST is to provide an outstanding British education to the international community in Tokyo. We do this by focusing on our BRITISH learner attributes:

<p>Balanced</p> <p>Well-grounded with a broad range of interests, knowledge and skills developed both in and beyond the classroom. Objective, capable of seeing the big picture, without prejudice.</p> 	<p>Resilient</p> <p>Determined and willing to persevere in the face of adversity. Prepared to set ambitious goals and work hard to achieve them. Resourceful and responsive to different situations and contexts.</p> 
<p>Inquisitive</p> <p>Curious and open-minded, a seeker of knowledge. Happy to be an active lifelong learner to explore, to be exposed to challenging unfamiliar concepts and to seek opportunities to enjoy new experiences.</p> 	<p>Thoughtful</p> <p>A friend. Considerate and respectful of the needs and values of others, with the capacity to focus, to think critically and to see issues from a range of perspectives. Reflective and keen to learn from experience - and from mistakes.</p> 
<p>Independent</p> <p>Capable of original thought, innovative and prepared to demonstrate initiative. Discerning with well-developed research and analytical skills, and the ability to step aside from the crowd.</p> 	<p>Self-assured</p> <p>Confident. Prepared to articulate and share ideas and personal opinions, to play a part in group and team activities, and to take the lead where appropriate. An intelligent risk-taker.</p> 
<p>Honest</p> <p>An example to others. Self-aware and principled; with high personal standards of behaviour, great integrity and a clear sense of right and wrong.</p> 	<p>THE BRITISH SCHOOL IN TOKYO</p> 

Balanced
Resilient
Inquisitive
Thoughtful
Independent
Self-assured
Honest

Teaching and Learning builds on the UK national curriculum, eventually leading to the study of IGCSE and A-Level in a wide range of subjects; we do, however, tailor the curriculum to reflect the unparalleled opportunities available in Tokyo. Teachers coming to BST find a school of high attainment, reflected both in examination results and an impressive range of achievements beyond the classroom. Although academic excellence is a priority, we are similarly passionate about the personal development of our students and we work hard to encourage artistic and sporting endeavour.





Activities, trips and events

Extra-curricular activities form a significant part of student development at BST. From Year 1 onwards students participate in a wide range of sports and activity-based ECAs before, during and after school. Music and Drama are particular strengths and students are encouraged to perform from an early age. In upper primary and secondary a wider range of sports clubs are coached and there are competitive opportunities for all.

Our BST Outdoors programme is impressive in its scale and scope. From Year 1 upwards all students are able to enjoy overnight residential trips outside Tokyo. All Primary teachers are expected to play a part in leading activities beyond the classroom and this holistic approach is continued into Secondary where again the opportunities are almost limitless: the whole school spends two weeks in the Japanese Alps every year, the Duke of Edinburgh's International Award is especially popular and many students participate in the skiing and climbing clubs.



Campuses, classrooms & facilities

BST is a two site school: our Shibuya campus is very much in the heart of the city, while the Showa site is a little way into the suburbs of Setagaya-ku, situated on an extensive university campus about a 10 minute drive or short train journey from BST Shibuya. Classrooms at BST are all equipped with projectors and smart-boards linked to computers, and there are a number of laptop/iPad sets on both sites for student use. Specialist facilities include Art & Design and Photography rooms, a Drama Studio and well-appointed music rooms. At Showa there are excellent PE, swimming and outdoor learning facilities. For 6th Form students there is also a dedicated study area. Maximum class sizes range from 18 in Nursery and Reception, to 20 in Year 1 and 22 in Year 2 and above. They are usually considerably smaller than this in the Sixth Form.



Awards

The dedication and passion that the children and staff display at BST has not gone unnoticed. In November 2014 the school was judged to be British Company of the Year by the British Chamber of Commerce Japan, prevailing over global giants such as British Airways. Recently we were very pleased to learn that we had made the shortlist for the Times Educational Supplement's 2015 Independent School Awards as British International School of the Year.



2014 British Business Awards

Although we are still a comparatively young school, we have made great strides forward in the last few years. Our latest inspection report was highly impressive but, far from encouraging complacency, it has served to heighten our ambition to be one of the world's leading international schools. To achieve this goal we need teachers who will share our enthusiasm and passion – and our determination to be the best we can be. Successful applicants will be caring professionals, fully committed to their teaching and to life-long learning, and willing to challenge themselves at the highest level.

In return we can offer outstanding opportunities for professional development and career advancement. There is a generous package for teachers including highly-subsidised accommodation, a relocation allowance and annual home flights, comprehensive health insurance and other significant benefits. Above all, of course, there is the opportunity to live in one of the most vibrant and exciting cities on the planet, the chance to explore this rich and diverse country and, with the rest of Asia on our doorstep, an open invitation to discover a whole new world.

Why choose BST?



Living in Tokyo

Tokyo is an exciting place to live. It is a modern city with an extensive public transportation system but you're never far from the traditional. Tokyo is a city of modern delights and old world charms it's a sprawling metropolis of over 12 million inhabitants. Where small districts have their own local flavour and the large expatriate community is welcomed and integrated.

Weather

Tokyo has four very distinct seasons; summers are hot and humid whilst winters are dry and cold with sunny blue skies the norm. Spring and autumn are usually warm and pleasant. With Nagano only about 1 hour from Tokyo, skiing in winter and hiking in summer are very popular pastimes.

Tokyo Events

Japan has many traditional events that follow these seasonal changes. In spring you'll find people drinking and eating together under the beautiful cherry blossom trees that line most Japanese streets. In summer you can watch Fireworks and sample Japanese street food, which often line the streets at festivals and events during the warmer months. Autumn is a beautiful time to hike through the mountains that surround Tokyo and take in the beauty of the maple leaves as they change colour. Whilst in winter you might want to partake in the New Years Celebrations at various temples or just relax at home underneath a Kotatsu.

<http://www.gotokyo.org/en/index.html>

<http://www.timeout.com/tokyo>

Sport is coming to town!

With the Rugby World Cup in 2019 and the Olympics in 2020, Tokyo is destined to be one of the hottest sporting destinations of the next few years. Along with the annual Tokyo marathon, Sumo tournaments, J-league and baseball competitions it means that any sports fan would enjoy Tokyo year round.

<http://www.2020games.metro.tokyo.jp/eng/>



Personal Safety

Tokyo is rightly regarded as one of the safest cities in the world. Violent crime is very rare and people are generally very courteous and polite. Naturally people have to be sensible if heading out for the night, but with members of the public ready to help and koban (police boxes) spread all over the city, there is generally very little to worry about.

Groceries

Supermarkets are smaller and more local than is now the norm in the UK, however they tend to stay open all hours and, along with the ubiquitous convenience store chains such as 7-Eleven, provide most of your grocery shopping needs. Department stores carry more imported goods and there are a number of specialist import stores springing up, such as Seijo-Ishii, so Marmite and baked beans are now easy to get hold of.

Cost of Living

Tokyo often tops the lists of 'most expensive city in the world' and this can be true, if you try to live the "ex-pat lifestyle". Buying imported goods from international supermarkets is expensive, however shopping locally is no more expensive, and often cheaper, than buying back home. Utility bills and transport costs are reasonable and not subject to steep rises every year, indeed with inflation close to zero prices have remained stable for a number of years.

Eating Out

Tokyo has more 3-starred Michelin restaurants than any other city in the world; it also has some of the cheapest local noodle shops you can find – and, of course, everything in between. There was a time when eating out in Tokyo meant either Japanese or high-end western dining, however now Tokyo is a culinary melting pot with Asian, Western and African places increasingly popular. Even good quality fish n' chips are now easy to come by for anyone missing home. And don't worry if you can't read the menu, most places have photos or even models of all their dishes in the window.

<http://www.menu-tokyo.jp/index.php?lang=en>

Language

Like most languages, it's easy to learn the basics but it takes work to master. To make travelling easier station names are written in all four common scripts; English, the phonetic scripts of Hiragana and Katakana and Chinese Kanji characters, so just by moving around the city you begin to recognise sounds and symbols. Even though English is spoken, learning just a little of the language will make life easier and more rewarding.

漢字
かん じ
Kan - ji

カタカナ katakana									
wa	ra	ya	ma	ba	na	ta	sa	ka	ya
ワ	ラ	ヤ	マ	ハ	ナ	タ	サ	カ	ア
	リ		ミ	ヒ	ニ	チ	シ	キ	イ
ヲ	ル	ユ	ム	フ	ヌ	ツ	ス	ク	ウ
	レ		メ	ヘ	ネ	テ	セ	ケ	エ
ン	ロ	ヨ	モ	ホ	ノ	ト	ソ	コ	オ

わ	ら	や	ま	は	な	た	さ	か	
	り		み	ひ	に	ち	し	き	
	を	る	ゆ	む	ふ	ぬ	つ	す	く
	れ		め	へ	ね	て	せ	け	
ん	ろ	よ	も	ほ	の	と	そ	こ	

Leisure

There is a great variety of leisure activities to suit everyone in Tokyo. Sports facilities and clubs abound, with gyms, expat rugby, football and cricket teams, a myriad of martial arts and many more. Further afield onsens (hot springs), hiking, skiing and surfing are popular pastimes. Cultural pursuits are also popular, from language classes to kimono lessons, calligraphy and traditional flower arranging (ikebana) widely accessible. Cinema films are all dubbed into English and Tokyo regularly hosts world class concerts and art exhibitions.

Getting Around

Public transport in Tokyo is fast, cheap and efficient, although very busy during rush hour. Trains and subways run from early morning until around midnight and cover all areas of the city. Navigation is easy with signs in English and Japanese. With the roads so crowded, taxis can often be slow and expensive in comparison to public transport.

http://www.jreast.co.jp/E/downloads/pdf/tokyo_map_e.pdf

Travel

Tokyo is the central hub for transport in Japan. The iconic bullet trains (Shinkansen in Japanese) all start from Tokyo and can whisk you in a matter of hours to all parts of the country. Japan could be described as a country built on its railway system, so extensive is the network, and it provides the perfect way to explore the islands of the archipelago.

Narita and Haneda airports are also very convenient for exploring the Asia-Pacific region, with culture-, activity- and beach-based holidays cheap and easy to get to.

Destination	Flight time (approx.)
Seoul	1 hour 30 minutes
Beijing	2 hours 30 minutes
Hong Kong	3 hours 30 minutes
Cebu, Philippines	4 hours
Bangkok	6 hours
Bali	7 hours
Hawaii	7 hours 30 minutes
Sydney	9 hours
Los Angeles	10 hours
London	12 hours

Health

Tokyo has excellent dental and medical facilities, including a number dedicated to serving the expatriate population. Major hospitals have English speaking staff and most signs are bi-lingual. Western medicines are generally available though it is a good idea to check before arrival; prescription medicines can be brought into Japan with the appropriate documentation.

Currency

Japan uses the Yen (JPY) as its currency. All major currencies are easily exchanged in banks in Tokyo, including travellers' cheques. Western credit cards are readily accepted throughout the city. It is also possible to apply for a Japanese credit card which can be easily obtained through out health insurance provider Shigaku Kyosai.



Accommodation

BST provides all overseas-hired teachers with accommodation when they arrive in Japan. White goods, including air-conditioners, are provided, along with basic furnishings, beds & linen and crockery & cutlery. BST apartments are about 30-45 minutes from either campus and in neighbourhoods with shops, supermarkets, transport links and other facilities. Please note that apartments in Tokyo are generally not pet friendly so cats and dogs would need to be left in the UK.

Earthquakes

Seismic activity is a fact of life in Tokyo and Japan as a whole. BST is very well prepared for an earthquake – the buildings comply with the highest construction standards, students and staff drill regularly, the school has very detailed emergency response plans and equipment in various storage areas in and near the campuses.

Overseas-hire teachers

Where is the British School in Tokyo?

BST is located in the western part of central Tokyo, the capital city of Japan. We have 2 campuses; one is about 10 minutes' walk from Shibuya station, on the Yamanote line, about halfway between Shibuya and Harajuku, for students from Nursery to Year 3. Year 4 and up students are on a campus on Showa Women's University near Sangenjaya station in Setagaya-ku, which is two stops from Shibuya on the Den-en Toshi line.

What kind of school is BST?

We are a co-educational school from Nursery through to Year 13. We broadly follow the National Curriculum of England and Wales (although we are mindful of our setting in Japan) and we follow the UK school year, from September to July with 180 contact teaching days.

Do you have any requirements regarding qualifications or experience?

- Teachers must have a recognised teaching qualification, either a UK qualification, such as a B.Ed. or PGCE, or a qualification from your home country that allows you to work in a state school.
- Usually our teachers have had recent exposure to teaching in the British system in the UK or overseas but this is not always the case.

Where do you advertise?

We advertise on our website and in the Times Educational Supplement (usually both online and in print). We also occasionally use some other teaching based websites like Teach Apply, the Guardian Schools Recruitment and Teaching Abroad Direct.

How do I apply?

- Please complete the online BST application form at <https://teachapply.com/bst/> and upload along with a cover letter, up-to-date CV and recent photograph of you. Incomplete applications will not be considered.
- If there are no jobs listed that are suitable you can send your CV through to us at bstrecruit@bst.ac.jp
- Please do not send additional documents, especially large .pdf or .jpeg photos/scans of passport copies, diplomas, references etc. They will block up the system and will go straight in the bin.
- Please resize photographs before sending (800x600px or smaller is fine)

Can I apply from overseas?

Yes, most of our classroom teachers are recruited directly from the UK but we consider applications from across the world, especially since in recent years there are many more British Schools overseas.

I'm not British, can I apply?

Yes, however see the section above on experience and qualifications.

When will I hear back from you?

You will receive an automatic reply from the TeachApply website acknowledging your application. After this we will then only contact successfully short-listed candidates, although we may contact you and ask for references prior to short-listing.

How will I be interviewed if you're in Japan and I'm not?

Short listed candidates are initially interviewed over Skype. Then Head Teachers visit the UK, close European countries and countries close to Japan to observe all candidates teaching in their school; after this interviews will take place, usually in London or, if we have a number of candidates in one part of the country, somewhere more local. For Teachers not in the UK we will interview initially via Skype - after this the arrangements will be made on a case-by-case basis.

Do you cover interview travel expenses?

Yes, if you incur travel costs please let your interviewer know and they will pass you an expenses reimbursement form – please return to BST with receipts.

What does the school benefits package cover?

The benefits package for teachers, in addition to salary, is as follows:

- Additional 5% of salary as a pension contribution
- Subsidised accommodation
- Annual home leave flight
- Relocation flight and shipping to and from Japan
- Health insurance
- Daily commuting allowance
- Subsidised places at BST for dependent children

What does the school cover in terms of relocation?

We provide a single economy class air ticket from the UK (or where you are recruited from) to Japan when you join and also a single economy class ticket back to the UK when you leave – this is for teachers and dependant family members.

We also provide a generous relocation allowance for belongings based on a volume shipment from your point of recruitment to Japan and back again. The volume differs for single teachers and families.

Does BST sponsor visas for non-Japanese staff?

Yes, we ensure all full-time and part-time staff have a valid work visa when they start with BST. We will also arrange visas for dependent family members. Please note that the sponsorship process can take 6-to-8 weeks.

In order to be eligible for a work visa in Japan you must have a degree. We do not sponsor visas or arrange work permits for supply staff. Please note that Japan Immigration does not allow dependant visas for unmarried couples, so we will not be able to arrange visas for boy/girlfriends or fiancés. Same-sex couples are not able to obtain spouse visas even if they are married.

Can I work before my visa is ready?

No, it is illegal.

Can I get a discount on school fees if I send my children to BST?

Yes, if you have dependent children of school age they will be eligible for a place at BST (assuming their English is of an appropriate standard) with teaching staff discounts, please contact the HR department for more details.

Do I need to be able to speak English?

Yes, the language of the school is English therefore a reasonable degree of proficiency in spoken and written English is required.

What about Japanese?

No, not for classroom teacher roles

What checks are done on applicants?

We take safeguarding very seriously and require successful applicants to obtain an enhanced DBS (Disclosure & Barring Service) or ICPC (International Child Protection Certificate) check, or national equivalent. We will also ask for at least two references, one of which should be your current/most recent Head Teacher.



Local-hire teachers and teaching assistants

Where is the British School in Tokyo?

BST is located in the western part of central Tokyo, the capital city of Japan. We have 2 campuses; one is about 10 minutes' walk from Shibuya station, on the Yamanote line, about halfway between Shibuya and Harajuku, for students from Nursery to Year 3. Year 4 and up students are on a campus on Showa Women's University near Sangenjaya station in Setagaya-ku, which is two stops from Shibuya on the Den-en Toshi line.

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Do you have any requirements regarding qualifications or experience?

- Teachers must have a recognised teaching qualification, either a UK qualification, such as a B.Ed. or PGCE, or a qualification from your home country that allows you to work in a state school.
- Usually our teachers have had recent exposure to teaching in the British system in the UK or overseas but this is not always the case.

How do I apply?

- Please complete the online BST application form at <https://teachapply.com/bst/> and upload along with a cover letter, up-to-date CV and recent photograph of you. Incomplete applications will not be considered.
- If there are no jobs listed that are suitable you can send your CV through to us at bstrecruit@bst.ac.jp
- Please do not send additional documents, especially large .pdf or .jpeg photos/scans of passport copies, diplomas, references etc. They will block up the system and will go straight in the bin.
- Please resize photographs before sending (800x600px or smaller is fine)

Can I apply from overseas?

Locally-hired teachers and TAs are generally hired in Japan, so it is very unlikely we will recruit someone from overseas. However if you have a plan to come to Japan anyway, for example you will be a trailing spouse, then we would be interested in your application.

I'm not British, can I apply?

Yes.

When will I hear back from you?

You will receive an automatic reply from the TeachApply website acknowledging your application. After this we will then only contact successfully short-listed candidates, although we may contact you and ask for references prior to short-listing.

Where will I be interviewed?

Interviews for TA and local-hire teacher positions take place at BST, on either campus.

Do you cover interview travel expenses?

No.

What does the school benefits package cover?

The benefits package for local-hire teachers and teaching assistants, in addition to salary, is as follows:

- Health insurance
- Daily commuting allowance

Does BST sponsor visas for non-Japanese staff?

Yes, we ensure all full-time and part-time staff have a valid work visa when they start with BST. We will also arrange visas for dependant family members. Please note that the sponsorship process can take 6-to-8 weeks.

In order to be eligible for a work visa in Japan you must have a degree. We do not sponsor visas or arrange work permits for supply staff. Please note that Japan Immigration does not allow dependant visas for unmarried couples, so we will not be able to arrange visas for boy/girlfriends or fiancés. Same-sex couples are not able to obtain spouse visas even if they are married.

Can I work before my visa is ready?

No, it is illegal.

I am a dependent, can I work at BST?

- If you have a degree – yes, we can arrange a work visa for you.
- If you don't have a degree – yes, we can arrange a work permit to go along with your dependant-visa status; however you will only be able to work for a maximum of 28 hours per week.

Can I get a discount on school fees if I send my children to BST?

No, there are no discounted places for children of locally-hired teachers or teaching assistants

Do I need to be able to speak English?

Yes, the language of the school is English therefore a high degree of proficiency in spoken and written English is required.

What about Japanese?

This is not necessary for teachers or TAs, though it is beneficial to the school as we have Japanese speaking students.

What checks are done on applicants?

We take safeguarding very seriously and look for successful applicants to obtain an enhanced DBS (Disclosure & Barring Service) or ICPC (International Child Protection Certificate) check, or nationalequivalent where possible. We will also ask for at least two references.



Business group (non-education) staff

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Where do you advertise?

We usually advertise for business group positions on our website and on some local recruitment sites such as CareerCross and Adecco.

How do I apply?

- Please complete the online BST application form at <https://teachapply.com/bst/> and upload along with a cover letter, up-to-date CV and recent photograph of you. Incomplete applications will not be considered.
- If there are no jobs listed that are suitable you can send your CV through to us at bstrecruit@bst.ac.jp
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Yes.

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Where will I be interviewed?

Interviews for business group positions take place at BST, on either campus.

Do you cover interview travel expenses?

No.

What does the school benefits package cover?

The benefits package for business group staff, in addition to salary, is as follows:

- Health insurance
- Daily commuting allowance
- Generous holiday allowance

Does the school cover relocation?

No.

Does BST sponsor visas for non-Japanese staff?

Yes, we ensure all full-time and part-time staff have a valid work visa when they start with BST. We will also arrange visas for dependent family members. Please note that the sponsorship process can take 6-to-8 weeks.

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