

## Recruitment Information

We believe our young learners deserve the very best educational experience possible. This starts with providing the highest quality of teaching and learning delivered by amazing professionals who, like us, believe that our young people are capable of incredible things. If you are that teacher then perhaps St. Michael's is the school for you.

We recruit highly qualified teacher graduates from universities in the UK, Ireland, Australia and Japan. Our broad and balanced curriculum is enhanced by specialist teachers in Library Studies, Japanese, English Language Learning (ELL) Music and P.E.

The only accredited *International Primary Curriculum* (IPC) school in Japan, we became an *International Early Years Curriculum* (IEYC) member school in September 2017. This specially chosen curriculum is designed to cultivate critical thinking, enhance self-awareness and promote international mindedness. Alongside this is a strong values programme promoting respect, compassion, honesty, integrity, tolerance, understanding and endeavour.

St. Michael's International School is the only CIS and WASC accredited international school in Western Japan offering a specialised Early Years and Primary education, where young learners thrive in a unique and caring environment, nurtured by more than seventy years of expertise. We pride ourselves on providing a safe, active and engaging learning environment, we offer a distinctive, British-style education within a culture of academic excellence and maintain strong links to the Anglican church. With 150 pupils from Nursery to Year 6, representing 23 nationalities, the language of instruction and shared playground language is English.

The School operates on a single campus, with two well-maintained buildings, a shaded play area and a rooftop sports pitch. The main building benefited from extensive renovation and refurbishment in 2017 whilst the new building is only 12 years old. New playground equipment and soft play surface was installed in August 2018. The school is well resourced with interactive clevertouch screens and mobile technology in all classrooms including iPads and Chromebooks. Learning is further enhanced through a well-stocked library and media centre and a wide range of extra-curricular activities. Staff and students enjoy fully-catered meals from our cafeteria which serves nutritionally planned vegetarian and non-vegetarian lunches. A full-time school nurse takes care of all first-aid and medically related matters for our students and staff.

Our students are without doubt the jewel in the St. Michael's International School crown; interested, highly motivated and excited to learn. It says much about the quality of our School and perhaps the attractions of life in Japan, that staff turnover tends to be much lower than in many other international schools both in Japan and around the world. The excellent reputation of our school is well established both at home and abroad, spanning a period of more than seventy years. Located in a vibrant and international city, Kobe regularly comes up as one of the top three best places for expatriates to live in Japan.

***Come and join us!***

*St. Michael's International School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation*

## FAQs about working at St. Michael's International School

### **Q: What experience and certification is required to work at SMIS?**

*A: We accept applications from candidates in Japan, the UK and overseas.*

*Applicants for teaching positions should hold a UK teaching qualification with Qualified Teacher Status or an international equivalent with at least 2 years teaching experience in a UK or British International School.*

*Applicants with IPC experience will be at an advantage. Applicants should have undergone child protection training within the last two years.*

### **Q: What sort of school is SMIS?**

*A: An accredited IPC school and IEYC member school, St. Michael's delivers a British style education based on the National Curriculum of England and Wales, adapted to more fully meet the needs of our environment and our school population. (<http://www.greatlearning.com>)*

### **Q: Who attends SMIS?**

*A: Our student body is quite varied and includes children from bicultural families, expatriate children, Japanese children returning from living abroad and children of a long-standing Indian community living in the area. Like all international schools, we experience some turnover from families coming and going in a transient community, but we also enjoy the stability of permanent residents attending the school. There are approximately 25 different nationalities represented.*

### **Q: What is it like working at SMIS?**

*A: Located in one of the most diverse cities in Japan, St Michael's is an attractive school, with an excellent reputation both locally and internationally. A well-established, family orientated and diverse international school, we offer a warm and welcoming working environment where professional development is actively encouraged. Successful candidates will be fortunate to find themselves working alongside highly skilled, experienced and professional colleagues. SMIS offers you a great environment in which to develop professionally and personally. These are all excellent reasons to join us.*

### **Q: How long do staff stay at SMIS?**

*A: Staff continuity and stability are major advantages for any school and at six years, St. Michael's International School is rightly proud of its above average teacher retention. We appreciate that commitment to a school depends on a number of factors, but we believe that for the right candidate SMIS offers a very good balance between a number of essential factors including: cost of living in relation to salary, savings and /or travel potential, an excellent local environment, the quality of life in and out of work as well as the potential for professional growth.*

**Q: How many staff members work at SMIS?**

*A: There are 14 teachers, 6 teaching assistants, as well as 6 additional administrative and support staff members. We also have an English Language section on site which offers full and part time classes for adults as well as afternoon and Saturday School classes for children who attend local Japanese schools.*

**Q: What sort of benefits do you offer full time teachers recruited from overseas?**

- **Initial two year contract** starting 1 August until 31 July
- **Fully furnished accommodation** in the local area with key money (deposit) paid by school as well as the first month's rent. Staff are then responsible for the monthly rent and utilities.
- **Health insurance & pension**
- **Visa expenses**
- **One way economy airfare** to KIX at the start of contract
- **Shipping** to and from Japan at the start and end of contract
- **Moving in allowance** at the beginning of employment
- Round trip economy airfare for **home leave** at the end of each two year contract
- **Laptop and tablet** for teaching and learning
- **Local social club membership** (The Kobe Club [www.kobeclub.org](http://www.kobeclub.org))
- **One way economy airfare** from KIX at the end of contract

**Q: What is the healthcare system the school provides?**

*A: The school is part of the Japanese national healthcare system and cover includes eyes, dental and a comprehensive annual health check-up at the local hospital with English speaking professionals. School pays 50% of the premiums. Health insurance covers 70% of hospital, clinic and prescription costs. The standard of healthcare services in Japan is very high; since 2015 Japan is ranked in the top ten of the world's healthcare systems according to the World Health Organisation Ranking.*

**Q: What about pensions?**

*A: SMIS is part of the Japanese pension scheme. School pays 50% of the contributions. Upon completion of employment and depending on the length of service, teachers can claim back up to 50% of their contributions or if from the USA or Australia teachers can transfer contributions to their national scheme.*

**Q: How am I paid?**

*A: The full salary is paid in Japanese yen, on the 20th of each month. It is paid by direct deposit into a local bank account.*

**Q: How will I get a visa?**

*A: The school will sponsor your visa and communicate with you regarding any required paperwork necessary for it to process your visa. This process can take between 6-8 weeks.*

**Q: Isn't Japan a really expensive place to live?**

*A: While individual spending habits and salaries vary, the income is certainly sufficient for life in Japan. Most teachers are able to easily travel and/or save. Those teachers who wish to make additional savings take*

*advantage of the opportunities for additional income which exist through leading clubs, teaching afternoon or Saturday English classes or private tutoring. Cost of living comparisons can be made between Kobe and your home or current city using the following websites:*

[www.expatisan.com](http://www.expatisan.com)

<http://www.numbeo.com/cost-of-living>

**Q: What about local hire teachers?**

*A: The benefits package in addition to salary, is as follows:*

- *Relocation costs within Japan*
- *Japanese health insurance*
- *Japanese pension*
- *Daily travel allowance*

**Q: What kind of support do you have for teachers new to the school?**

*A: On appointment, new staff receive a detailed and comprehensive induction handbook designed to support relocation to Kobe. On arrival, new teachers receive an orientation to the school and city as part of a thorough induction process. New teachers are given a mentor, an experienced SMIS member of staff who will help them adjust and answer any questions. As we are a small school, a lot of informal support goes on amongst the close staff.*

**Q: What is the extra-curricular commitment required of teachers?**

*A: Teachers are encouraged to offer at least one after-school club each year. Clubs offered include creative arts, music, sport, languages and drama. Teachers may choose what to offer and are generously compensated for their contribution.*

**Q: What checks are carried out?**

*A: Candidates must provide the contact details of two professional referees, one of which must be your current Head of School. The successful candidate will be asked to provide original copies of their qualifications, an enhanced DBS (Disclosure and Barring Service) check or national equivalent and verification of identity using photographic ID with proof of name and address.*

**Q: What kind of teachers are you looking for?**

*A: We are looking for enthusiastic and suitably qualified teachers to join our team. Teachers who are familiar with the IPC curriculum and confident working with learners from diverse cultural and language backgrounds. You will be an excellent communicator and confident with technology; someone who gets on well with colleagues, students and parents. You will be an educator who shares our passion for teaching and learning as well as our commitment to providing the very best education possible for the young learners in our care.*

***We look forward to meeting you!***

*St. Michael's International School is committed to safeguarding and promoting the welfare of children, young people and adults.*