

Job Description of Teachers

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| Job Title | Teacher |
| Summary | The role of the teachers is to work with the coordinators and the principal to provide an education to students that is in line with the school's curriculum and goals. |
| Reporting Structure | Teachers report to their respective IB Coordinators. |
| | <p>Specific responsibilities include:</p> <h2>School Guiding Statements</h2> <ul style="list-style-type: none">• Understand the philosophy of the school and work to uphold the school's guiding statements (mission, vision, school-wide learning objectives, definition of international-mindedness, pledge of non-discrimination, policies).• Understand and act in accordance with school policies and procedures• Pledge to protect all children in the care of the school. <h2>Teaching and Learning</h2> <ul style="list-style-type: none">• Design, prepare and deliver high quality lessons to suit the individual needs of all students in line with the International Baccalaureate programmes offered at the school.• Create challenging and engaging learning opportunities for all students based on the latest educational research and models of inclusive practice.• Complete all planning documentation (weekly lesson plans, unit planners, long-range plans, etc.) on time (by the specified due date) and to a good standard.• Contribute to the review and development of curriculum at all levels as directed by the school leadership team.• Assess and monitor student progress and provide prompt and meaningful feedback so that all learners can see success and improve.• Keep accurate and meaningful records of student progress.• Complete student reports and portfolios, in accordance with the guidance given by the school, on time (by the specified |

Responsibilities

due date) and to a good standard.

- Seek ways to collaborate often and openly with colleagues to share new ideas, approaches and professional knowledge.
- Communicate accurately and regularly with parents regarding their child's learning.
- Select and manage resources efficiently in the classroom.
- Provide an attractive and engaging classroom environment which should be kept clean, tidy and well-organized.
- Maintain constant awareness of the needs of any children for whom English is an additional language and actively plan for progress

School Culture

- Interact with colleagues, parents, and students in a positive, friendly, and co-operative way.
- Participate actively in all-school events. Active participation includes volunteering to assist in all events in some way, and potentially leading a major all-school event.
- Participate actively in and occasionally lead weekly assemblies.
- Participate in house league events and activities.
- Prepare presentations for parents/the public at special events.
- Arrive promptly to school, to classes, and to meetings.

Operations

- Ensure that students are adequately supervised at all times.
- Ensure the well-being and safety of all students.
- Attend weekly and monthly collaborative meetings and staff meetings.
- Assist in first aid when necessary.
- Ensure that school equipment and resources are used in a respectful way by all members of the school community.

Faculty and Staff

- Participate actively in ongoing professional learning.

Teachers share additional responsibilities (for example, pastoral care of homeroom students, organizing school events) with the other teachers at the school.

The above lists are not comprehensive. Other duties may be assigned, based on the school's needs and the employee's capabilities

Eligibility

The following are non-negotiable credentials for applying for this position.

- Native-level proficiency in English
- Bachelor's degree in Education (Specialization in the subject(s) taught and/or the age range covered preferred)
- Teaching qualifications
- Valid and up-to-date first aid and CPR certifications (or willing to obtain or update certification within a few months of starting).

Please note that we will only consider applicants who have **teaching qualifications** (e.g. **university degree in education** qualifying that person to become a school teacher).

Qualifications

Range of Experience

We will give preference to candidates with the following kinds of experience.

- Experience teaching in an elementary/middle/high school
- Experience teaching in the Primary Years Programme, Middle Years Programme, or Diploma Programme of the International Baccalaureate
- Experience teaching at an international school, or in a multicultural environment
- Experience teaching non-native speakers of English
- Familiarity with inquiry-based learning
- Experience with collaborative planning
- Experience living in Japan, or living abroad

Compensation

According to academic faculty payscale