

Tsukuba International School  
Role Description  
Group 6 - Music Teacher

## Contents

Introduction to School.....	2
Summary of Position and Role.....	4
Qualifications .....	5
Expectations .....	7
Responsibilities .....	9
Remuneration.....	9
Application.....	9

# Introduction to School

Summary of School	<p>Tsukuba International School (つくば・インターナショナル・スクール, TIS) is an independent IB World School in Tsukuba, Ibaraki, Japan. We are a compassionate learning community, centered in nature, celebrating diversity, equity, and opportunity. Since our founding in 1992, we have been dedicated to promoting international-mindedness in the northern Kanto Region.</p> <p>Tsukuba Science City, a place where critical thinking, creativity, and collaboration are highly valued, provides the backdrop for our unique programmes. The school provides a warm and welcoming environment for students of all nationalities.</p> <p>We offer a rich educational program for students from pre-kindergarten (age 3) to Grade 12 (age 18), with one class per grade. We have around 320 students in our school (as of 2025). We are authorized to offer the Primary Years Programme (PYP), the Middle Years Programme (MYP), and the Diploma Programme (DP) of the International Baccalaureate (IB). IB World Schools share a common philosophy — a commitment to high quality, challenging, international education. For further information about the IB and its programmes, visit the International Baccalaureate website.</p> <p>We are accredited by the Council of International Schools (CIS). We are registered as an educational organization (学校法人 各種学校) by Ibaraki Prefecture. This is the standard category for international schools in Japan that are registered as schools in their local prefecture. (We are the only international school registered in Ibaraki Prefecture.) We are also a member of the East Asia Regional Council of Schools (EARCOS) and the Japan Council of International Schools (JCIS).</p>
Pledge of Non-Discrimination	<p>Tsukuba International School is an equal opportunity educator and employer. We will not discriminate against any student, prospective student, employee, or job applicant on the basis of race, color, gender, nationality, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression. We will take measures to ensure against such discrimination in all of our services and practices.</p>
Child Protection	<p>All successful candidates will be required to adhere strictly to the terms of the Child Protection Policy, and to sign the school's Child Protection Code of Conduct. You can find links to the policy and the code of conduct at the following link.</p> <p>Child Protection at Tsukuba International School <a href="https://tis.ac.jp/about/child-protection/">https://tis.ac.jp/about/child-protection/</a></p> <p>All successful candidates will be required to undergo a background check by an external provider, and agree to cooperate fully with the external provider.</p>
School Year	August 1 to July 31



## Summary of Position and Role

Role Description	The role of the teacher 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.
Summary of Position	<p>We are currently seeking a full-time IB MYP/DP Teacher of Music to start on August 1, 2026.</p> <p>The successful candidate will teach music to the following classes.</p> <ul style="list-style-type: none"><li>• MYP Grade 6, 7, 8, 9, 10</li><li>• DP Grade 11, 12</li></ul> <p>The teacher will share additional responsibilities (for example, pastoral care of homeroom students, organizing school events) with the other teachers at the school.</p> <p>As TIS is an IB World School, experienced IB (MYP/DP) teachers will be given preference, although certified teachers with a strong interest in inquiry-based learning and collaborative planning will also be considered.</p> <p>Please note, the position may be filled before the application deadline if suitable candidates are found, therefore we encourage interested applicants to submit their applications early to ensure that they are considered.</p>
Reporting Structure	Teachers report to their respective IB Coordinators.

# Qualifications

Language Proficiency	<p>Mandatory</p> <ul style="list-style-type: none"> <li>• Fluent English: Can communicate accurately and fluently in all professional contexts.</li> </ul> <p>Preferred</p> <ul style="list-style-type: none"> <li>• Basic Japanese: Can ask and answer simple questions.</li> </ul>
University Degree	<p>Mandatory</p> <ul style="list-style-type: none"> <li>• Bachelor's degree in education (specialization in teaching Music and/or the relevant age range covered preferred)</li> </ul>
Certification	<p>Preferred</p> <ul style="list-style-type: none"> <li>• Valid teaching license</li> </ul>
Range of Experience (Preferred)	<p>Preferred</p> <ul style="list-style-type: none"> <li>• Experience teaching music</li> <li>• Experience teaching in middle/high school</li> <li>• Experience teaching in the Middle Years Programme, and/or Diploma Programme of the International Baccalaureate</li> <li>• Experience teaching at an international school, or in a multicultural environment</li> <li>• Experience teaching non-native speakers of English</li> <li>• Familiarity with inquiry-based learning</li> <li>• Experience with collaborative planning</li> <li>• Experience living in Japan</li> <li>• Experience living in a culture that is different from your own</li> </ul>
Role-Specific Disposition	<p>As this position involves nurturing students' creativity, performance skills, and appreciation for music, the following personality traits are essential for success:</p> <ul style="list-style-type: none"> <li>• Passionate and Inspiring: Demonstrates a genuine love for music that motivates and engages students of varying abilities and interests.</li> <li>• Patient and Encouraging: Supports students as they develop technical and expressive skills, providing constructive feedback and celebrating progress.</li> <li>• Creative and Dynamic: Brings energy and imagination to lessons, rehearsals, and performances, helping students experience the joy and discipline of music-making.</li> <li>• Adaptable and Inclusive: Adjusts teaching approaches to meet the differing musical backgrounds, learning styles, and confidence levels of students.</li> <li>• Organized and Reliable: Plans lessons, rehearsals, and performances effectively while managing instruments, equipment, and resources responsibly.</li> <li>• Collaborative and Team-Oriented: Works closely with colleagues, accompanists, and school staff to plan events and integrate music into the wider school community.</li> <li>• Culturally Open-Minded: Values and incorporates a range of musical genres and traditions, encouraging students to appreciate global and diverse perspectives.</li> <li>• Clear and Effective Communicator: Explains musical concepts clearly and fosters open dialogue with students, colleagues, and parents.</li> <li>• Resilient and Professional: Maintains composure during busy rehearsal periods or performances and models professionalism both on and off the stage.</li> <li>• Committed to Growth: Seeks opportunities to develop as an educator and musician, staying current with new teaching methods, technologies, and repertoire.</li> </ul>
Residence	<p>Must currently live in or be willing to relocate or commute to</p>

	Tsukuba (relocation allowance available)
Codes of Conduct	<p>Must adhere to the following codes of conduct:</p> <ul style="list-style-type: none"> <li>• TIS Staff Code of Conduct</li> <li>• Code of Conduct Related to Child Protection</li> <li>• Code of Conduct Related to Data Protection and Privacy</li> </ul>
First Aid Qualifications	Valid and up-to-date first aid and CPR certifications (or willing to obtain or update certification within a few months of starting)
Driver's License	Not required (but helpful for living in Tsukuba)
Background Check	Required to undergo a thorough background check by an external provider, and agree to cooperate fully with the provider.

# Expectations

A Guiding Statements	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Understand and act in accordance with school policies and procedures</li> <li>• Participate in and potentially lead policy teams</li> </ul>
B Teaching and Learning	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Create challenging and engaging learning opportunities for all students based on the latest educational research and models of inclusive practice.</li> <li>• 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.</li> <li>• Contribute to the review and development of curriculum at all levels as directed by the school leadership team.</li> <li>• Assess and monitor student progress and provide prompt and meaningful feedback so that all learners can see success and improve.</li> <li>• Keep accurate and meaningful records of student progress.</li> <li>• Complete student reports and portfolios, in accordance with the guidance given by the school, on time (by the specified due date) and to a good standard.</li> <li>• Assume pastoral care of homeroom students as a homeroom teacher</li> <li>• Seek ways to collaborate often and openly with colleagues to share new ideas, approaches and professional knowledge.</li> <li>• Communicate accurately and regularly with parents regarding their child's learning.</li> <li>• Select and manage resources efficiently in the classroom.</li> <li>• Provide an attractive and engaging classroom environment which should be kept clean, tidy and well-organized.</li> <li>• Maintain constant awareness of the needs of any children for whom English is an additional language and actively plan for progress</li> </ul>
C School Culture	<ul style="list-style-type: none"> <li>• Pledge to protect all children in the care of the school.</li> <li>• Interact with colleagues, parents, and students in a positive, friendly, and co-operative way.</li> <li>• 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.</li> <li>• Participate actively in and occasionally lead weekly assemblies.</li> <li>• Participate in and supervise house league events and activities.</li> <li>• Chaperone students on excursions (day trips and overnight trips)</li> <li>• Prepare presentations for parents/the public at special events.</li> <li>• Arrive promptly to school, to classes, and to meetings.</li> </ul>
D Operations	<ul style="list-style-type: none"> <li>• Ensure that students are adequately supervised at all times (lunch, recesses, think tank, clubs, circles, etc.).</li> <li>• Ensure the well-being and safety of all students.</li> <li>• Attend weekly and monthly programme meetings and staff meetings.</li> <li>• Assist in first aid when necessary.</li> <li>• Cover classes for absent colleagues</li> <li>• Ensure that school equipment and resources are used in a respectful way by all members of the school community.</li> </ul>

E Faculty and Staff	<ul style="list-style-type: none"> <li>• Participate actively in ongoing professional learning.</li> <li>• participate in programme team(s)</li> <li>• participating in and potentially leading subject teams</li> </ul>
F Governance and Leadership	<ul style="list-style-type: none"> <li>• Participate in and potentially lead evaluation teams for IB evaluation or CIS reaccreditation</li> </ul>
Additional Expectations	<ul style="list-style-type: none"> <li>• The above lists are not comprehensive. Other duties may be assigned, based on the school's needs and the employee's capabilities.</li> </ul>



## Responsibilities

Working Hours	8:00 am to 5:00 pm
Days Off	Saturdays, Sundays, national holidays, other days designated on the annual calendar ※ Saturdays are non-statutory holidays and Sundays and national holidays are statutory holidays.  Details are stipulated in Article 23 of the Rules of Employment.  Specific dates are stipulated in the annual calendar.

## Remuneration

Nature of Contract (Part-/Full-time)	Full-time
Salary	According to payscale for Academic Core (AC)  Minimum: 4.32 million yen Maximum: 5.88 million yen (including transportation and housing allowance, not including fixed overtime allowance)
Visa Sponsorship and Support	Provided
Social Insurance (Health and Pension)	Provided - PMAC (Kyosai)
Worker's Compensation	Provided
Employment Insurance	Provided

## Application

Application Process	TeachApply
---------------------	------------