

## Seeking

Position: Full-time Grade 1 Homeroom Teacher

Place of work: AIC World College of Kyoto Elementary School (<https://aicwc.jp/kyoto/>)

Start date: August 29<sup>th</sup>, 2022

Criterion 1: Must be a valid visa holder

Visa Sponsorship: Not available

## Requirements & Preferences

Experience: Inquiry-based teaching experience in an Immersion setting

Knowledge: Deep understanding of constructivist approaches, inquiry-based learning, English Immersion and second language acquisition theories

English language proficiency: Native level

NOTE: This is not a recruitment ad for ESL or Assistant Language Teacher (ALT) positions.

## Document Submission

Submission deadline: None (rolling basis)

Required Document 1: Resume / Curriculum Vitae in English

Required Document 2: Two or more professional references

Preferred Document 1: Certificates of IB Workshops

All documents should be submitted to: gkumazawa at aicwc.ed.jp (George Kumazawa, Principal, AIC World College of Kyoto Elementary School)

NOTE: Documents will not be returned. All documents will be considered private and will not be used for any purposes other than possible future recruitment or legitimate post-recruiting administrative reporting. Due to the number of applications we receive, ONLY successful candidates will be contacted.

## Working Conditions & Benefits

- Working hours: 7:45am - 4:00pm (7:45am - 4:50pm on Wednesdays and 7:45am - 3:10pm on Fridays)
- Working days: Monday through Friday with occasional Saturdays
- Holidays: a) Saturdays and Sundays; b) Japanese national holidays stipulated by law; c) All days from December 29<sup>th</sup> to January 3<sup>rd</sup>; d) Paid holidays (5 of them must be used during the scheduled holiday period during Obon when the school is closed)
- Contract starts: August 29<sup>th</sup>, 2022
- Contract term: August 29<sup>th</sup>, 2022 - March 31<sup>st</sup>, 2023 (renewable yearly thereafter)
- Remuneration: Up to 5,000,000 yen per year for the first year depending on experience and skill
- Transportation costs covered up to 30,000 yen per month
- Pay cycle: 11<sup>th</sup> of the previous month to 10<sup>th</sup> of the current month, paid on the 25<sup>th</sup> of the current month (i.e. Salary earned from August 1<sup>st</sup> to August 10<sup>th</sup> will be paid on August 25<sup>th</sup>)

- Insurance: Social (Health, Pension, Unemployment)

### **Job Description**

- Position title: Grade 1 Homeroom Teacher
- Reports to: PYP Coordinator for curriculum-related issues, Principal
- Key relationships: PYP Coordinator, specialist teachers, other homeroom teachers, and administrative staff

#### **Main Role:**

- Implement the pedagogies of the IB Primary Years Programme in the Immersion classroom to ensure each student's healthy learning and growth

#### **Other Key Tasks:**

- Support the IB PYP authorisation process
- Support the Principal and PYP Coordinator for the school to comply with the IBO authorisation requirements
- Communicate all day-to-day issues and share project guidelines with parents using online platform
- Participate in IBO 5 Year Review and Self-study
- Conduct assessment and reporting in a timely manner
- Follow timetables and deliver programme schedules
- Follow quality control measures in accordance with IBO Standards and Practices
- Attend staff / teacher meetings for effective communication and coordination on various issues
- Nurture students to autonomously engage in learning
- Educate student responsibility
- Ensure assessment, monitoring and recording of student progress
- Manage academic calendar in liaison with senior management
- Ensure assessment is used as part of the learning process
- Ensure meaningful reporting of results to each student
- Effectively conduct all consultations (e.g. student-led conferences, parent evenings, etc.)
- Effectively conduct Exhibition(-like) summative tasks
- Participate in teacher appraisals
- Demonstrate eagerness to make changes in response to feedback from students, parents, PYPC and administrators
- Active participation in continued professional development in order to remain relevant, and to stay abreast of latest developments in the International Baccalaureate programme
- Treat all students and staff with respect
- Maintain high standards of personal presentation
- Cooperate with and make time for other staff
- Communicate with parents and guardians in a professional manner
- Comply with quality management system policies and procedures
- Complete all administrative tasks in a timely manner

- Attend all required meetings
- Carry out additional delegations and responsibilities
- Make contributions to broader school life

\*\*\*\*\*THE SCHOOL\*\*\*\*\*

AIC World College of Kyoto Elementary School

---What is AIC?---

AIC stands for "Academy for the International Community".

AIC provides students with a nurturing environment where independence and active exploration of their academic interests are encouraged.

AIC provides students with opportunities for higher academic achievement and a place in the global community as valuable, contributing and responsible members.

AIC nurtures students' creativity in order to become leaders in whatever they do and wherever they choose to be.

AIC encourages its students to respect their own cultural identity as well as the cultures of others.

AIC contributes to the next generation worldwide.

---Education at the school---

Primary Years Programme (PYP) of the International Baccalaureate (IB): application intended

Holistic, inquiry-based, concept-based, project-based, student-driven learning

Language of instruction: English (second language: Japanese)

Strong emphasis on math and science through classroom activities

Active learning supported by STEAM, advanced technologies and cognitive science theories

Grade 1 through Grade 6 (only Grade 1 and Grade 2 in AY2022)

Age of students: 6 to 12 years old, elementary school students

Class size: Approx. 20 students per class