

## Guidance for Applicants – Elementary Class Teacher Opening for April 2024

MIS is a private, dual-language Kindergarten-Elementary school situated in Chiba Prefecture (about 30 minutes by train from Tokyo). Our 'Article One' status means that we are subject to Ministry of Education regulations and that includes the hiring of staff. The requirements stipulated below read as rather particular, but we are very much bound by them and no matter a teacher's great experience or excellent credentials, he/she has to tick all the boxes.

The post commences in **April 2024**.

Things to bear in mind when applying:

- **Teachers need to have QTS, or possess a valid teaching licence.** The professional teaching qualification must be for the area applied for and issued by a government educational agency. For these vacancies the qualification must state 'qualified to teach Primary/Elementary (ages 6-12/years 2-7/grades 1-6)'. **Please send a copy of your teaching credential/license/QTS along with your application.**
- If from the UK with a qualification stating, 'PGCE All Age Ranges', then a letter must be obtained from GTC confirming QTS relevant to the age-range – this can be done later.
- The regulations regarding qualifications cannot be waived and are necessary for us to obtain a temporary Japanese teaching licence which is necessary for all of our foreign staff.
- Teachers need to have, or be able to obtain, a university transcript showing courses attended and grades attained. This can be done later.
- **Applicants must be native speakers of English.**
- **We are looking for candidates with a minimum of two years' experience as an Elementary/Primary classroom teacher, post-qualification.**
- We are a dual language school. Dependent students enrolled at school take Japanese lessons which are offered at native speaker level and 'support' level for those children whose Japanese is not at an age-appropriate level.
- Teachers' children - 50% of the tuition is covered by the school. Other fees paid by the teacher.
- **Please include 'family status', along with your application** – i.e. single / married / partner / children, plus DOBs. These things impact on spouse benefits, accommodation, visa status and class placements/spaces available for children (which are limited in some grades).

We offer a professional working environment and a competitive benefits package. Initial contracts are for two years with a start date of April 2024 and renewable thereafter. **Please send a letter of application, an up-to-date CV, a copy of your teaching credential, a recent professional photograph, your family status, and the contact details of two (preferably three) educational referees to the Head of School, Mr. Trent Citrano at:**

[head@mis.ed.jp](mailto:head@mis.ed.jp)

We will be selecting a shortlist of candidates for interview the week of 04 December 2023, although we may also contact candidates before that time. Interviews will be by Zoom (Japan is currently GMT +9).

Details of the salary and benefits will be sent to shortlisted candidates. If you have not heard back from us before the end of December, please assume that your application was unsuccessful.

Thank you once again for your interest in MIS, and good luck with your application.

## **Child Protection at MIS**

Please know that MIS places a high priority in protecting the students in our care. By submitting an application form you are stating that you have never harmed children, adolescents or vulnerable people either physically, sexually or emotionally. You are also stating categorically that there is no reason why you should not work in a school setting with children. You also confirm that you are free from any criminal record, spent or otherwise, in any jurisdiction, with regard to offenses (or cautions/warnings) which may be deemed relevant to employment with young people at Makuhari International School. In order to fulfil the MIS Child Protection Assurance, you also consent to MIS conducting background checks on you as a condition of any contract offer made, and understand that MIS has the right to rescind any offer of employment should there be any concerns raised through those checks. Prospective employees are also informed that any adult behaviours which contravene a professional standard of decency/respect, constitute sexual, physical or emotional abuse and/or are otherwise an infringement of a student's right to physical and emotional safety are grounds for immediate dismissal. You understand that you will be asked to sign a Code of Conduct and Child Protection Assurance at the time of accepting any offer of employment from MIS.