

Guidance for Applicants
Learning Support-SENCO Teacher/Coordinator Opening for August 2026

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 **August 2026**.

Things to bear in mind when applying:

- **Teachers need to have QTS, or possess a valid teaching licence with SEN/Learning Support qualification.** 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 the equivalent of 'qualified to teach Primary/Elementary (ages 6-12/years 2-7/grades 1-6)'. **Please upload a copy of your teaching credential/license/QTS to your Schrole profile or 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 a Learning Support of SEN Teacher/Coordinator, 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/dependents in your Schrole/TES profile or 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 August 2026 and renewable thereafter. **Please ensure that your Schrole/TES profile/application includes a letter of application, an up-to-date CV, a copy of your teaching credential with Learning Support/SEN qualification, a recent professional photograph, your family status, and the contact details of three educational referees.**

Otherwise, email these along with any other inquiries directly to the Head of School, Mr. Trent Citrano at: head@mis.ed.jp

We will be selecting a shortlist of candidates for interview over the coming weeks. Interviews will be by Zoom (Japan is currently GMT +9).

If you have not heard back from us before the end of February, please assume that your application was unsuccessful.

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.