

## Job description

- Job title PYP Japanese Teacher Department Japanese – PYP
- School : Hiroshima International School
- Service location : Hiroshima, Japan
- Reporting line : Head of school
- Effective date : August 2025

### **-Roles and Responsibilities**

#### **-Job Purpose**

This post holder will be expected to teach and support the PYP Japanese program. As a Hiroshima International School teacher, the post holder will play a full role in the school's curricular, co-curricular and pastoral programmes.

#### **-Main Duties and Responsibilities**

- Take responsibility for primary Japanese classes, supporting, nurturing and taking a genuine interest in the holistic development of all children in that class;
- Work closely with the PYP Coordinators, Head of School and PYP colleagues to ensure the effective delivery of the PYP programmes and to design and implement a relevant, challenging and rigorous curriculum;
- Plan and deliver lessons, ensuring attention is given to appropriate differentiation;
- Contribute to collaborative learning at all levels of school life;
- Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect;
- Select relevant resources and digital tools to support and enhance learning;
- Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupil learning;
- Communicate effectively with pupils, parents and colleagues in a professional manner;
- Write formal reports on a termly basis;
- Provide appropriate pastoral support as and when necessary;
- Attend Parents' Meetings, Open School, Admissions Days and PD as appropriate;
- Play an active role in the school's co-curricular programme;
- Assist with any other duties, tasks or jobs as may be reasonably requested by the Head of School.

## **-Key Relationships**

Internal

- Pupils
- School's administrative and academic/teaching staff
- Human Resources team

External

- Parents
- External co-curricular partners as appropriate

## **-Position Requirements**

### **Academic Requirements**

- Minimum Bachelor's Degree in Japanese;
- A recognized teaching qualification for the required age range (e.g. B.Ed., PGCE)

### **Required Working Experience**

- Minimum two years of teaching experience in primary years education;
- Previous experience of teaching the IB PYP is preferred, although outstanding candidates without prior IB experience will be considered.

## **-Competencies**

- An appreciation of the IB Philosophy is required;
- All staff employed by the College to teach PYP would be expected to hold a current IB training qualification, at a minimum of Category 1 level, within the given subject area before taking up the position;
- Native level of Japanese and fluent in English;
- Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community;
- Ability to work collaboratively;
- Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance teaching and learning;
- Sensitivity to the cultural differences found in Japan and the willingness to

develop and maintain a cross-cultural approach to work.

※Please submit your CV and any inquiries via the following contact information.

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