



Open Teaching Positions



Posting Date: June 1, 2022

Open Positions: Kyushu Bunka Gakuen Elementary and Junior High School

Location: Hanazono-cho, Sasebo, Nagasaki, Japan

Hiring Period: **Full-time** and **Part-time** positions will start in September 2022 or April 2023 and will be renewed annually. After an initial teaching period of 2 years, longer term or permanent contracts can be negotiated.

English Language Teachers (ELT) (elementary and / or junior high school)

Duties, Responsibilities and Expectations

- Plan, prepare and deliver lessons suitable for all students
- Teach according to the educational needs, abilities and achievement goals of both individual students and groups of students
- Work as a team to develop curriculum and other long term planning
- Engage in team teaching; working collaboratively with others
- Assign work, correct and provide feedback to students
- Assess, record and report on the development, progress, attainment and behavior of students
- Provide or contribute to oral and written assessments, reports and references relating to individual students or groups of students
- Promote the general progress and well-being of individual students, groups of students or class entrusted to her/him
- Provide guidance and advice to students on educational and social matters and on their further education and future careers
- Communicate, consult and cooperate with other members of the school staff and parents/guardians to ensure the best interest of students
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**** a more comprehensive list of duties, responsibilities and expectations will outlined prior to contracting

Working Hours

Full Time Positions

- Monday – Friday (8:00 to 17:00)
- *Every other Saturday* (8:00 to 13:00)
 - Full-time staff are expected to be on campus during regular working hours.
 - The position includes roughly 20 hours a week of in-class teaching
 - Some additional working hours may be necessary during assessment periods or in preparation for special events etc.
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Part-Time Positions

- to be determined between individuals and the school

Holidays (Full-time Positions)

- Every other Saturday, Sunday and National Holidays. 10 paid holidays during the summer break and 5 additional paid holidays throughout the year.
 - Please note that there may be a request for special work days (ie. School Festival, Athletic Meets, Open School). In such cases, teachers will receive a substitute holiday.

Remuneration

- Successful applicants will receive an initial 1-year salary-based contract that can be renewed annually. The annual salary will be competitive with similar positions in Sasebo and determined based on level of education, expertise and experience.

All interested applicants are asked to complete the [Job Applicant Form](#). In the form you will be asked to submit a resume, references, a cover letter, a recent photo and other optional materials as a single downloadable pdf link.

1. Please submit your Resume, Cover letter, References (letters or names and contact information), a recent photo and any other materials as a single downloadable pdf file.
2. All application materials are to be submitted in English. However, you are also welcome to submit documents in Japanese.
3. You will receive confirmation once your application materials are received.

For more information, or general inquiries please contact:

Luc Roberge

Deputy -Principal

English Program Director

roberge@kyubun-ejhs.jp.

International +81 956378100

Domestic 0956-37-8100

[Kyushu Bunka Gakuen Elementary and Junior High School \(Kyubun EJHS\)](#) General Information

Established in April 2019, Kyubun EJHS is a MEXT ([Ministry of Education, Culture, Sports, Science and Technology](#)) accredited private elementary and junior high school. Kyubun EJHS follows the national curriculum set by MEXT and adds the equivalent of 31 school days of instruction per year in order to provide additional English language, IT and the Japanese Tea Ceremony instruction.

A Great Work Environment : Three Pillars

Kyubun EJHS is located on the southern island of Kyushu in historical Nagasaki Prefecture. Our campus is located near the center of Sasebo city and features a newly renovated building and top-quality modern facilities. We actively recruit dedicated educators from the public and private school systems, domestically and abroad, who all share the same vision of providing a top-quality education in a progressive and modern school.

English Education

Kyubun EJHS believes that receiving effective and innovative English language instruction from a young age is key to building the vocabulary, language knowledge and positive attitudes necessary to become confident and proficient English language users. As such, elementary students receive 3-5 English lessons per week starting in the 1st grade or the equivalent of 600+ hours of elementary English language instruction when compared to Japanese public schools. At the junior high school level, compared to most public schools, our students also receive 60 - 110+ hours of English instruction per year.

Information Technology (IT)

Information Technologies are playing a larger role in our daily lives, and as such, utilizing IT to both improve learning and teaching and to develop digital literacy is another cornerstone of our school philosophy. Every student and staff have their own Ipad (elementary) or tablet (JHS). All classrooms have state-of-the-art displays, and teachers and students have access to many kinds of IT to help foster a rich, productive, interactive learning environment.

Japanese Culture Education

In an increasingly globalized world, we feel that having strong cultural roots is a vital part of a student's education. All Kyubun EJHS students take lessons in the Japanese Tea ceremony to help reinforce both traditional Japanese values and beliefs and build students with strong, proud Japanese identities.