

Employment Opportunities at Tokyo YMCA International School

Thank you for considering Tokyo YMCA International School. Below are expected vacancies for the 2023-2024 school year. Send resumes to Principal Maxfield. (tyis@tokyoymca.org)

School Principal

In General -

Candidates must have a background in elementary and middle school education, experience in an educational leadership position, have a higher education background and certification. The Principal oversees and is responsible for human resource management, student activities, curriculum instruction and observations as well as defining and enforcing school policies and guidelines for teachers, staff and students.

Contact maxfield@tokyoymca.org

Specifics-

Reporting to: Administrative Team

Education and Qualifications

1. University Degree and a teaching qualification
2. Master's Degree in an area of Education
3. Relevant recent professional development that qualifies the candidate for this post

Knowledge

1. Understand how to recognize and develop quality teaching and learning.
2. Firmly understands the benefit and importance of international education.
3. Ability to manage underperformance through evaluation and observation.
4. Clear understanding of the importance of appropriate communication with parents, the administrative team and the teaching staff.

Essential Experience

1. Must have at least 3 years proven experience of school leadership in a school setting (from Primary and Secondary).
2. Experience of successfully leading schools through inspections and accreditation.
3. Promoting a culture of inclusion, equality and diversity.
4. Leading by example to promote the vision and values of the school.
5. Promoting the effective recruitment, development and performance of the academic staff.
6. Ability to ensure parents are involved with the school.

1. To promote and support the vision and direction of the school by showing effective leadership and management of the academic team.
2. Maintaining and monitoring standards of attainment for students and performance of staff towards established goals.
3. To work closely with the Administrative Team to meet the strategic objectives of the school.

Key Duties of the Role:

1. Ensure that learning and progress is the main focus of the strategic planning and resource management of the school.
2. Prepare the school and staff for accreditation inspections, etc.
3. Regularly review and update school policies.
4. Increase achievement across the school through the monitoring, evaluation and review of school practices and continuously promote improvement strategies.
5. Direct and manage both curricular and extra-curricular education, ensuring that the highest standards of teaching and learning are delivered and that performance is kept under review.
6. Lead, encourage and support innovation in teaching and learning.
7. Enhance opportunities through developing partnerships between parents, students, staff, the local community and other schools.
8. Ensure the physical, mental and moral welfare of all pupils and maintain good discipline constructively and fairly.
9. Responsibility for safeguarding by promoting the welfare of children and young people and to ensure that all employees and school visitors follow the safeguarding and child protection procedures and comply with the policies of the school.

Communication

1. Manage effective and positive communication to build trust with pupils, staff, parents, prospective parents, and the wider community.
2. Ensuring that the appearance of the school is always welcoming and that pupils' and parents' needs and concerns are always given high priority.
3. Marketing the school actively to potential parents to maximize pupil numbers.
4. Extend the range of the school's publicity by developing relationships with other schools and achieve the best possible partnership with the wider community.
5. Ensure that written communication is clear and concise.

Curriculum Coordinator

The Curriculum Coordinator will have responsibility and oversight for the curriculum. The position will strategically plan for teachers teaching for their students' learning by establishing high standards of subject content and unit alignment across grade levels and will also develop and maintain quality school-wide programs that are aligned.

Provides leadership in the establishment of an exemplary curriculum, which outlines standards and outcomes for each course at each grade level. Provides training necessary for the establishment of an exemplary curriculum and the development of unit plans. Establishes structures to support on-going curriculum and unit plan development, reflection, and refinement.

This is a non-teaching position and includes support for professional development; health insurance; opportunities for extra seasonal work (summer/winter programs) and holiday breaks (winter, spring, summer and Japanese national holidays).

Applicants must fulfill the following criteria:

- University diploma in education and curriculum development
- Experience in active curriculum development preferred
- Valid teaching certificate
- Teaching experience required
- Native/fluent English ability
- Japanese resident or valid working visa

Elementary Teacher / Full-time

TYIS Elementary Teachers are highly qualified and experienced. Working hours are M - F, 8:00am - 4:00pm including some Saturdays and two annual school camp trips. Pay rate depends on experience and education.

Basic duties include teaching core elementary subjects through an American-based curriculum, weekly lesson planning, committee work for annual events, organizing an after-school club activity and recess/lunch duties. Two annual camp events require attendance for a period of three days/two nights and four days/three nights.

The position includes support for professional development; health insurance; opportunities for extra seasonal work (summer/winter programs) and holiday breaks (winter, spring, summer and Japanese national holidays). Located in east Tokyo on the Tozai Subway line. The school is a 5-minute walk from Toyochō station. Position starts Mid-August, 2023. Send resume to tyis@tokyoymca.org

Applicants must fulfill the following criteria:

- Valid teaching certificate
- University diploma in elementary education
- Teaching experience required
- Native/fluent English ability
- Japanese resident or valid working visa

Middle-School Teacher / Full-time - Math Specialist

TYIS Middle School Teachers are highly qualified and organized middle school teacher. Working hours are 8:00am - 4:00pm, Monday-Friday, including some Saturdays and two annual school camp trips. Pay rate depends on experience and education.

Basic daily duties include teaching subject-specific content through an American-based curriculum, weekly lesson planning, committee work for annual events, organizing an after-school club activity and recess/lunch duties. Two annual camp events require attendance for a period of three days/two nights and four days/three nights.

The position includes support for professional development; health insurance; opportunities for extra seasonal work (summer/winter programs) and holiday breaks (winter, spring, summer and Japanese national holidays). Located in east Tokyo on the Tozai Subway line. The school is a 5-minute walk from Toyochō station. Position starts March 13, 2023. Send resume to tyis@tokyoymca.org

Applicants must fulfill the following criteria:

- Valid teaching certificate (secondary level)
- University diploma in mathematics education
- Teaching experience required
- Native English ability
- Japanese resident or working visa

Academic Support for Kids Program Coordinator

Tokyo YMCA International School seeks a full-time, highly qualified and organized support program coordinator. Working hours are 8:00AM - 4:00PM Monday-Friday.

The ASK Coordinator works cooperatively with the support teaching team and is directly accountable to the Principal. The coordinator's key responsibilities are; a) to oversee, help develop and maintain all structures of the program; b) to regularly meet with teaching team members and stay current with all relevant issues and; c) maintain consistent communication the teaching team, classroom teachers and the principal.

Support teachers assist students who require additional help academically. Support classes are organized within and outside the mainstream classroom. The support teacher collaborates with mainstream teachers to identify specific needs of students and track progress.

The primary goal of the program is to raise the academic level of students to allow full participation in the mainstream class curriculum without additional support. Pay rate depends on the level of experience.

TYIS is located in east Tokyo on the Tozai Metro Subway line at Toyochō station and is a 5-minute walk. Send resume to Principal Maxfield. Position starts mid-August, 2023.

Applicants must fulfill the following criteria:

- ESL certification/university degree (highly preferred)
- Experience with language support and special needs
- Teaching experience required
- Japanese resident or working visa, living in Tokyo
- University diploma required

Visual Arts Teacher (K-9)

Tokyo YMCA International School is seeking a full-time visual arts teacher for Kindergarten through Grade 9 students. The applicant is organized, professional, has the ability to teach and manage students at all levels and has an educational background in teaching visual arts.

Daily duties include lesson planning, organization of materials and lessons, introductions to the elements & principles of design, some prop preparation for winter and spring concert performances an annual student art show, maintaining a functioning art room space, committee work for annual events, organizing an after-school club activity and recess/lunch duties. Two annual camp events require attendance for a period of three days/two nights and four days/three nights.

The position includes support for professional development; health insurance; opportunities for extra seasonal work (summer/winter programs) and holiday breaks (winter, spring, summer and Japanese national holidays). Located in east Tokyo on the Tozai Subway line. The school is a 5-minute walk from Toyochō station. Position starts mid-August, 2023. Send resume to tyis@tokyoymca.org

Applicants must fulfill the following criteria:

- Valid teaching certificate – specialist in art education
- University diploma in art education
- Teaching experience required – specifically art education
- Native English ability
- Japanese resident or working visa