

Primary/Elementary School Lead Teacher

Keiki Intercultural Preschool is a small and friendly private intercultural and international school located in Nakamachi, Setagaya-ku.

We provide a nurturing, inquiry-based learning environment in which children learn to explore authentic learning concepts, build connections, collaborate within their learning community, and express their ideas with confidence and creativity. We encourage our students to develop a sense of responsibility for their own learning process and to appreciate their journey to be the best versions of themselves. We encourage them to be curious, to ask questions, and not be afraid of making mistakes.

We are currently seeking a self-motivated and experienced homeroom teacher to teach our Grade 1 class and join our qualified team of educators.

Start date: 20th of June 2022

Prospective candidates:

- Native English speaker is a MUST (no Japanese language is required)
- Must currently reside in Japan (visa sponsorship available)
- A minimum of 2 years of full-time teaching experience, preferably as a homeroom teacher,
- Kind, joyful, dedicated, and with an energetic personality
- Have a passion to inspire young minds and a commitment to ensuring that every student achieves their potential,
- Have excellent communication skills, both written and spoken,
- Hard worker and eager to learn new things,
- Flexible, proactive, and able to adapt to changing environments,
- Have integrity in relationships and interactions with students, staff, and families.

Teachers who possess BA/BS in Education or are Certified Elementary or Secondary Teachers from an English-speaking country, or have other similar qualifications and experience will receive preference.

Responsibilities:

You will be leading our Grade 1 class (6-7 years old students) from 09:00 am to 2:30 pm (regular school day). You will also work, as a class teacher for our extra-curricular programs and/or our private tutorial lessons in the afternoon.

Your responsibilities will include, but will not be limited to, the following:

- Create challenging and stimulating lesson plans and conduct daily lessons according to the school curriculum
- Prepare materials for classroom projects and activities
- Tailor the program to the needs of the individual child with concerns for her/his interests, special talents, and individual style and pace of learning
- Assign/evaluate homework
- Observe and assess student performance
- Prepare bi-annual progress reports for each student
- Provide a stimulating educational environment through decorations, displays of student work etc.
- Participate in team meetings, sharing knowledge, experiences and ideas among team members.
- Oversee students' safety and well-being throughout the day
- Plan and support the preparation of events such as field trips, shows, etc.
- Build strong, positive relationships with students' families and provide feedback on a daily basis.

Job type: Full-time: Mon-Fri, 8:30am-6:00pm (with 1h break)