



Aoba - Japan International School

Leading Positive Change

Job Description 2021-2022

Title: Kindergarten Homeroom Teacher
Reports to: Meguro School Principal
Description: As part of the school's teaching team (TT)¹, the teacher leads and manages all aspects of development; delivery, evaluation, ongoing improvement, promotion and school community involvement related to classroom teaching and associated duties. A full-time teaching position comprises no more than 20 hours of face to face student-teacher contact.²

Overarching Responsibilities:

As a member of the TT, the Teacher:

1. supports her/his line manager by advancing the Programme³ in terms of our Mission, Vision and Strategic Plan
2. endorses and models the School's core values, educational objectives and standards
3. maintains positive and constructive working relationships with all school community members
4. models and promotes a shared vision of inquiry, teamwork and agency in a blended learning community
5. analyses data to inform planning and pedagogy
6. adopts a Blended Learning Approach⁴ to practices
7. engages in regular collaborative professional learning and planning with 'Core Team' members⁵
8. ensures Programme delivery adheres to CIS/NEASC accreditation and IBO authorisation standards
9. has responsibility for the overall achievement and welfare of students in the Programme
10. has responsibility for the Programme's operations and administration of the Programme
11. ensures regular, sustained, meaningful communication through timely sharing of information and concerns
12. maintains all documentation and communication only through the designated school-wide platforms
13. attends to scheduled duties and other tasks when requested by the Principal
14. is expected to participate in initiatives that benefit the students, class and the school
15. follows all expectations and guidelines as established in the published handbooks and policies

Qualifications, Skills and Experience:

1. undergraduate and/or postgraduate qualification in appropriate field(s)
2. effective inquiry pedagogy and communication skills
3. demonstrated competency to innovate and solve problems in collaboration with others
4. leadership experience and the technical skills associated with the Programme
5. current and operational Blended Learning⁶ skills
6. demonstrated competency for timely, flexible and empathetic responsiveness
7. experience in working in international schools
8. demonstrated competency to deal with conflict in a calm, positive and solution focused manner
9. demonstrated competency to work effectively in a team

Primary Teacher:

As a member of the PYP, the Teacher is expected to:

1. employ a transdisciplinary pedagogy, deliberately and consistently making meaningful connections between, across and beyond subjects to support the understanding of real-world issues
2. implement the school's pedagogical framework by planning/selecting strategies to best support the process of inquiry
3. foster the development of assessment capability among all members of the learning community

¹ Teaching Team (TT) consists of all teachers, instructors, coaches and teacher assistants

² Face to face contact includes, but is not limited to, classroom teaching, after-school programmes and approved clubs. It does not include duties and/or other supervision as determined the line manager.

³The Programmes include: IB (PYP, MYP, DP); GLD; ICT (Blended Learning); ASP; Saturday and Summer School; Camps; Events

⁴ Must meet Blended Learning standards as defined by the school

⁵ Core teams consist of teachers working in the same grade level to collaboratively plan. These teams are responsible for student learning and wellbeing. That includes communication with parents and other stakeholders.

⁶ Effective skills in Blended Learning include a capacity to leverage ICT to improve the learning, operational and communication experiences for students, parents and other school community members.

Accredited by: The Council of International Schools (CIS), New England Association of Schools and Colleges (NEASC), and International Baccalaureate (IBO)

Hikarigaoka Campus

7-5-1 Hikarigaoka, Nerima-ku, Tokyo 179-0072
Tel: 03-6904-3102 Fax: 03-5997-0091

Meguro Campus

2-11-5 Aobadai, Meguro-ku, Tokyo 153-0042
Tel: 03-5428-4488 Fax: 03-5456-1800