



Early Years Coordinator Recruitment Information & FAQs

Are you an inspirational teacher looking to join a family friendly primary school and be part of a successful and highly skilled team? We welcome applications from enthusiastic and reflective professionals who have a passion for teaching and learning and who are looking for a leadership opportunity in a successful international primary school. St. Michael's is a great school to embark on your international school career.

Overview

St. Michael's International School is a well established British International Primary School located in the attractive and International city of Kobe, Japan. We are accredited by the Western Association of Schools and Colleges (WASC), the Council of International Schools (CIS) and are members of the Japan Council of International Schools (JCIS) the East Asia Regional Council of Schools (EARCOS) and we are an associate member of Council of British International Schools (COBIS.) An International Primary Curriculum (IPC) member school since 2012, in September 2017 we became an International Early Years Curriculum (IEYC) member school.

We have been a leading and dedicated provider of primary education in Kobe, Japan for 70 years. We focus solely on children aged between three and eleven, delivering a British curriculum and maintain strong links to the Anglican church. This unique environment enables us to achieve a family orientated, community primary school ethos in an international setting. With 150 pupils from Nursery up to Year 6, representing 24 nationalities, the language of instruction and shared playground language is English. We are the only British curriculum school in the Kansai region.

Successful candidates will be familiar with the early years foundation stage (EYFS) curriculum and candidates with IEYC/IPC experience will hold an advantage. You will be an excellent communicator and strong team player, who gets on well with colleagues, students and parents. Amongst other things, you will be well organised, have a good sense of humour, be confident in using technology to maximise learning and demonstrate a commitment to delivering high quality practice and teaching that make a difference on a daily basis to children's outcomes.

Our newly renovated Early Years Unit provides a stimulating and nurturing learning environment where children between the ages of three to five years of age progress through the two year Early Years Curriculum in one setting with core staff. This allows us to foster the emotional security of the children and for them to develop familiar routines, build relationships and confidence that will prepare them for a successful transition into Year One. The new coordinator will build on the firm foundation which has already been established and have the vision to further develop the Early Years Unit as a centre of excellence. They will also contribute to the whole school as a member of the Senior Leadership Team.

St. Michael's International School provides a quality, international curriculum delivered by highly qualified and fully trained teacher graduates from universities in the UK, Ireland and Japan. There are currently 8 full-time class teachers, 7 full-time teaching assistants, 6 full-time specialist teachers plus a Deputy Head. Class sizes are purposefully kept small (between 16-25.) Our broad and balanced curriculum is delivered through the International Primary Curriculum (IPC) which is further enhanced by specialist teachers in Library Studies, Japanese, English for Speakers of Other Languages (ESOL) Music and P.E. We pride ourselves on providing a safe, active and engaging learning environment.

The school is well resourced with interactive whiteboards in all classrooms, we benefit from a dedicated computer suite as well as a set of iPads in each Milepost, a well-stocked library and media centre and a cafeteria serving fully catered vegetarian and non vegetarian lunches. In 2006 we built a new wing with state-of-the-art classrooms that are spacious, attractive and functional and in August 2017 the final phase of our main building renovation was completed with a wonderful new multi-purpose hall. We have a full-time school nurse who takes care of all first-aid and medically related matters for students and staff. It says much about the quality of our School and perhaps the attractions of life in Japan, that staff turnover tends to be lower than in international schools in many other countries around the world.

Located in a vibrant and international city, Kobe regularly appears in the top three expatriate rankings of the best places to live in Japan. The excellent reputation of our school is well established both at

home and abroad, spanning a period of seventy years. **Come and join us!**

St. Michael's International School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation.

FAQs about working at St. Michael's International School

Q: What experience and certification is required to work at SMIS?

A: We accept applications from candidates in Japan, the UK and overseas.

Applicants for teaching positions should hold a UK teaching qualification (B.Ed or P.G.C.E.) with Qualified Teacher Status or an international equivalent with at least 2 year's teaching experience in a UK or British International School.

Applicants with IPC experience will be at an advantage.

Q: What sort of school is SMIS?

A: St. Michael's delivers a British style education based on the National Curriculum of England and Wales, adapted to more fully meet the needs of our environment and our school population, delivered through the International Primary Curriculum (<http://www.greatlearning.com>)

Q: Who attends SMIS?

A: Our student body is quite varied and includes children from bicultural families, expatriate children, Japanese children returning from living abroad and children of a long-standing Indian community in the area. Like all international schools, we experience some turnover from families coming and going in a transient community, but we also enjoy the stability of permanent residents attending the school. There are approximately 27 different nationalities represented.

Q: How many staff members work at SMIS?

A: There are 14 full-time teachers, 6 full-time teaching assistants, as well as 6 additional administrative and support staff members. We also have an English Language section on site which offers full and part time classes for adults and afternoon and Saturday School classes for children.

Q: What sort of benefits do you offer full time teachers recruited from overseas?

- **Initial two year contract** starting 1 August until 31 July
- **Fully furnished accommodation** in the local area with key money (deposit) paid by school as well as the first month's rent. Staff are then responsible for the monthly rent and utilities.
- **Health insurance & pension**
- **Visa expenses**
- **One way economy airfare** to KIX at the start of contract
- **Shipping** to and from Japan at the start and end of contract
- **Moving in allowance** at the beginning of employment
- Round trip economy airfare for **home leave** at the end of each two year contract
- Use of **laptop** and **tablet** for teaching and learning
- **Local social club membership** (The Kobe Club www.kobeclub.org)
- **One way economy airfare** from KIX at the end of contract

Q: What is the healthcare system the school provides?

A: The school is part of the Japanese national healthcare system and cover includes eyes, dental and a comprehensive annual health check-up at the local hospital with English speaking professionals. School pays 50% of the premiums. Health insurance covers 70% of hospital, clinic and prescription costs. The standard of healthcare services in Japan is very high; in 2015 Japan was ranked in the top ten of the world's healthcare systems according to the World Health Organisation Ranking.

Q: What about pensions?

A: SMIS is part of the Japanese pension scheme. School pays 50% of the contributions. Upon completion of employment, staff can claim back approximately 50% of their contributions or if from USA or Australia they can transfer contributions to their national scheme.

Q: How am I paid?

A: The full salary is paid in Japanese yen, on the 20th of each month. It is paid by direct deposit into a local bank account.

Q: How will I get a visa?

A: The school will sponsor your visa and communicate with you regarding any required paperwork necessary for it to process your visa. This process can take between 6-8 weeks.

Q: Isn't Japan a really expensive place to live?

A: While individual spending habits and salaries vary, the income is certainly sufficient for life in Japan. Most teachers are able to easily travel and/or save. Those teachers who wish to make additional savings take advantage of the opportunities for additional income which exist through leading clubs, teaching afternoon or Saturday English classes or private tutoring. Cost of living comparisons can be made between Kobe and your home or current city using the following websites: www.expatis.com <http://www.numbeo.com/cost-of-living>

Q: What about local hire teachers and TAs?

A: The benefits package for local-hire teachers and teaching assistants, in addition to salary, is as follows:

- Japanese health insurance
- Japanese pension
- Daily travel allowance

Q: What kind of support do you have for teachers new to the school?

A: On appointment, new staff receive a detailed and comprehensive induction handbook designed to support relocation to Kobe. On arrival, new teachers receive an orientation to the school and city as part of a thorough induction process. New teachers are given a mentor, an experienced SMIS member of staff who will help them adjust and answer any questions. As we are a small school, a lot of informal support goes on amongst the close staff.

Q: What is the extra-curricular commitment required of teachers?

A: Teachers are encouraged to offer at least one after-school club each year. Clubs offered include arts, music, sport, languages and drama. Teachers may choose what to offer and are generously compensated for their contribution.

Q: What checks are carried out?

A: Candidates must provide the contact details of two professional referees, one of which must be your current Head of School. The successful candidate will be asked to provide original copies of their qualifications, an enhanced DBS (Disclosure and Barring Service) check or national equivalent and verification of identity using photographic ID and proof of address.

Q: What kind of teachers are you looking for?

A: We are looking for enthusiastic and suitably qualified teachers to join our team. Teachers who are familiar with the UK curriculum and confident working with students from diverse cultural and language backgrounds. You will be an excellent communicator and confident with technology; someone who gets on well with colleagues, students and parents. Teachers who share our passion for teaching and learning and a commitment to providing the very best education possible for the students in our care.

We look forward to meeting you!

St. Michael's International School is committed to safeguarding and promoting the welfare of children, young people and adults.