

# Employment Information



The school was established in 1989 and is committed to providing a British-style international education of the highest quality.

Located at the heart of one of the most exciting cities in the world, the school's strong reputation for high quality holistic education is well established and it is a truly international co-educational school with over 1000 students aged between 3 and 18, representing over 65 different nationalities.

The Primary School is flourishing with 640 students in a four-form entry, and it has waiting lists in every year group. A new state of the art central Tokyo Primary School campus with its outstanding facilities is under construction and is scheduled to open in September 2023. The successful candidate will play a significant role in bringing this project to fruition.

The school is well known internationally for its high academic standards, for the care they take with each individual student of any ability and for the happy, multicultural environment that they provide for learning and play.

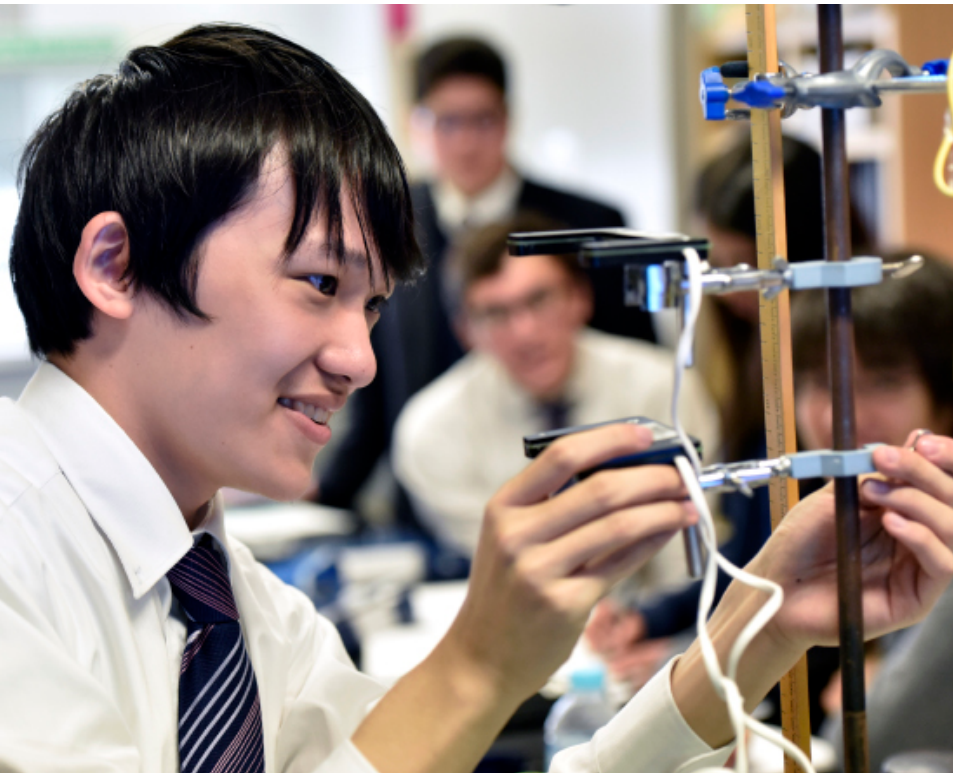
The English National Curriculum provides the basis for smooth progression and easy transition between the Primary and Secondary sectors, and examination results have been outstanding in recent years. A growing emphasis is placed upon ensuring students take ownership of their learning, are challenged in their education, for character strengths to be developed and increasingly for the curriculum to be organised through big ideas and concepts.



## Campuses, Classrooms & Facilities

BST is a two site school: our Shibuya campus is very much in the heart of the city, while the Showa site is a little way into the suburbs of Setagaya-ku, situated on an extensive university campus about a 10 minute drive or short train journey from BST Shibuya.

Classrooms at BST are all equipped with projectors and smart-boards linked to computers, and there are a number of laptop/iPad sets on both sites for student use. Specialist facilities include Art & Design and Photography rooms, a Drama Studio and well-appointed music rooms. At Showa there are excellent PE, swimming and outdoor learning facilities. For Year 12 and 13 students there is also a dedicated study area. Maximum class sizes range from 18 in Nursery and Reception, to 20 in Year 1 and 22 in Year 2 and above. Our new Primary School campus is under development in conjunction with the Toranomon-Azabudai Project and is scheduled to open in 2023.



# 1,000+

Over 1,000 students are enrolled at BST, representing over 65 nationalities.

Senior School (Years 12 & 13): 100+ students. All follow the A level programme (Edexcel & AQA).

Years 10 & 11: 150+ students, all of whom are preparing for International General Certificate of Secondary Education (IGCSE/GCSE) examinations (Edexcel & CIE).

Years 7-9 [Key Stage 3]: 390+ students. A bespoke curriculum based on the National Curriculum of England, with a focus on IGCSE material in Year 9.

Years 1-6 [Key Stage 1 & 2]: 490+ students. A challenging curriculum designed to give a balanced educational experience.

Nursery and Reception: 80+ students. Covering seven areas of learning and development exploring children's views and interests as part of the Early Years Foundation Stage framework.

### 'Excellence in everything we do.'

BST is an accredited member of the Council of British International Schools (COBIS) and The Independent Association of Prep Schools (IAPS). The school last received in May 2015, an Excellent rating in all 8 categories examined by the Independent Schools Inspectorate (ISI), a UK Government, British Schools Overseas Scheme. BST is also an authorized Cambridge, Edexcel, and AQA International Examinations centre.

## Activities Programme

Our curriculum is complemented by a vast array of clubs which cater for interests in sport, art, music, languages as well as other creative areas such as cooking, gardening, app writing and photography. BST also runs opportunities for academic extension and is a member of the Kanto Plains Association of Secondary Schools, which gives our students access to a variety of competition events, from Speech contests to Sports tournaments.

All students from Year 1 onwards take part in the BST Outdoors residential programme which generates much enthusiasm and excitement throughout the school. For our Secondary students, this is an opportunity for many of the older children to participate in the Duke of Edinburgh International Award scheme. Taking learning outside of the classroom is a key part of education at BST.

## Leadership

**Principal of the School**  
Mr Paul Tough

**Head of Primary School**  
Ms Fiona Read

**Head of Secondary School**  
Mr James Anthony Thomas

**Deputy Head of Primary**  
Mr Karl Wilcox  
Ms Eleanor Loran

**Deputy Head of Secondary**  
Mr Duncan Grey  
Ms Caroline McCallum



## **Deputy Head Teachers of the Primary School**

### **Main Purpose of the roles**

The Deputy Head of Primary at the Shibuya campus (Early Years to Year 3) and the Deputy Head at the Showa campus (Year 4 to 6) work collaboratively with the Head of Primary and other senior leaders to achieve the highest possible standards, securing improvements and success for the school. As such the post holders have responsibility for learning and teaching and the pastoral welfare of students on their designated campus. In so doing the Deputy Heads lead defined year groups, teaching and curriculum teams. The post holders also work with senior leaders in other phases of the school as part of the whole school Extended Leadership Team to enact the school's Strategic Vision and Plan. The post holder deputises for the Head of Primary when necessary on one of the school's two Primary campuses.

### **Personal Specifications:**

- A degree and professional teaching qualification is essential; a higher degree desirable.
- Experience of senior leadership, ideally in an international environment.
- Experience of successful pedagogical leadership and curriculum development.
- A clear vision for learning and teaching.
- Awareness of international best practices in education
- A significant understanding of the English National Curriculum with specific Early Years leadership experience desirable for the Deputy Head position at the Shibuya Campus.
- Committed to fostering an inclusive approach to education.
- A desire to contribute to a challenging and rewarding environment.
- A creative and innovative thinker.
- A highly visible and approachable leader who is able to inspire a strong sense of trust and partnership.
- Rich knowledge of student wellbeing and personal and social education.
- Fluency in English and excellent communication skills.
- Experience with Child Protection and Safeguarding practices.

### **Professional responsibilities**

#### *Strategic direction and development of the school – to:*

- Support the school's mission, purpose and aims.
- Consistently champion and uphold the school's values.
- Develop a shared strategic plan for the Primary School with the Primary Leadership Team.
- Contribute to the articulation of a shared vision for high-quality learning in the Primary School.
- Work collaboratively with members of the whole school Extended Leadership Team to ensure a one school approach and ethos.

#### *Leading teaching and learning – to:*

- Promote a shared vision for excellence in teaching and learning.
- Lead pedagogical change and development.
- Develop teachers' professional knowledge and skills.

### **THE BRITISH SCHOOL IN TOKYO**

SHIBUYA CAMPUS: 1-21-18 Shibuya, Shibuya-ku, Tokyo 150-0002 / t: 03-5467-4321 / f: 03-5467-4322 / [www.bst.ac.jp](http://www.bst.ac.jp)

SHOWA CAMPUS: Showa Women's University, 5<sup>th</sup> Building, 1-7-57 Taishido, Setagaya-ku, Tokyo 154-8533 / t: 03-3411-4211 / f: 03-3411-4212

- Ensure professional learning through collaboration and self- evaluation.
- Contribute to external and internal school evaluation processes.
- Secure excellent teaching through an analytical understanding of how students learn best.
- Contribute to curriculum development across the Primary School.
- Teach a timetable as determined by the Head of Primary and Principal as required.

*Leading staff and building teams: - to:*

- Lead and develop effective staff development opportunities throughout the year.
- Develop and support effective teams and ensure implementation of team action plans and the Primary School development plan.
- Develop teachers' effective use of data to support learning and wellbeing.
- Review the planning of class and specialist teachers.
- Line leadership of designated Year Leaders and Subject Leaders.
- Oversee the pastoral welfare of students on the designated campus.

*Deployment of staff and resources – to:*

- Contribute to the recruitment and deployment of Primary School staff of the highest calibre.
- In consultation with the Head of Primary, deploy staff and resources effectively in line with the Primary School's development plan.
- Ensure the cohesion of the two campuses.
- Monitor the school's Performance Development Process for staff in designated teaching teams.
- Liaising with Head of Primary and other senior leaders in the production of the Primary School timetable.
- Manage and oversee staff cover requirements on the designated campus.

*Managing the Organisation – to:*

- Develop action plans with teams.
- Ensure that equal opportunities for students and staff are effectively promoted.
- Act as the Safeguarding Lead on the designated campus.
- Work with Senior Leaders to ensure all school safeguarding policies and practices are up-to-date.
- Ensure effective Year Group and Subject Team communication and coordination.
- To contribute to and work with the Principal and Heads of Schools to develop the induction programme for new staff.
- Work closely with Admissions and Communications teams to keep a high standing of the school.
- Contribute to parent information sessions and community events to raise awareness and promote the school.

*Strengthening Community – to:*

- Oversee ECA and other Club Coordinators in the designated year groups.
- Liaise with parents on student transfer and admissions arrangements.
- Strengthen partnerships with other schools and local services.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice and discrimination.
- Promote and model good relationships with parents.
- Attend School Advisory Committee Meetings and Board of Trustees when necessary.

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## **Benefits Package for Expatriate Teachers 2021-2022**

1. Initial 3-year contract. Renewable thereafter if mutually agreed.
2. Starting salary as indicated on the Employment Contract  
(Adjustments are made according to experience and qualifications).
3. School-subsidized part-furnished apartment in central Tokyo (the subsidy is up to 93% of the monthly rent up to a specified maximum per month). Detailed conditions and regulations set out in the BST Policy document "Provision of School Accommodation." A further allowance may be made available to either subsidize furnishings, or to freight personal effects.
4. Standard U.K. term dates (180 teaching day calendar), plus non-teaching days (up to 20 days).
5. Annual "Economy Class" return-flight allowance to the UK or equivalent for you, your spouse and dependent children subject to agreement with the Leadership Team. Detailed conditions and regulations set out in the BST Policy document "School Funded Travel & Freight" (not in final year). Please note this is a taxable benefit under Japanese tax regulations.
6. Relocation flight for you, spouse and dependent children at start and end of contract (amounts and limitations set out in the BST Policy document "School Funded Travel").
7. Freight allowance for personal effects (amounts and limitations set out in the BST Policy document "School Funded Freight").
8. Additional 5% of basic salary towards personal pension.
9. Medical insurance cover through the Japanese national insurance system for you, your spouse and dependent children.
10. Travel allowance covering actual costs of daily journey to/from school.
11. Subsidised place at BST for dependent children – all enrolment and annual tuition fees are discounted 100% for teachers. Annual tuition fees are also discounted by 100%; up to half of this can be covered by a school bursary that is non-taxable; the remainder of the discount is a taxable benefit.
12. Japanese Pension system lump sum withdrawal – up to three years' worth of contributions into the Japanese pension scheme are usually available as a lump sum payment when you leave Japan (subject to conditions).
13. Travel insurance for up to 49 days' overseas travel insurance provided by the school.
14. Compassionate leave flights when a close family member is placed on a critical list or passes away.