

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.

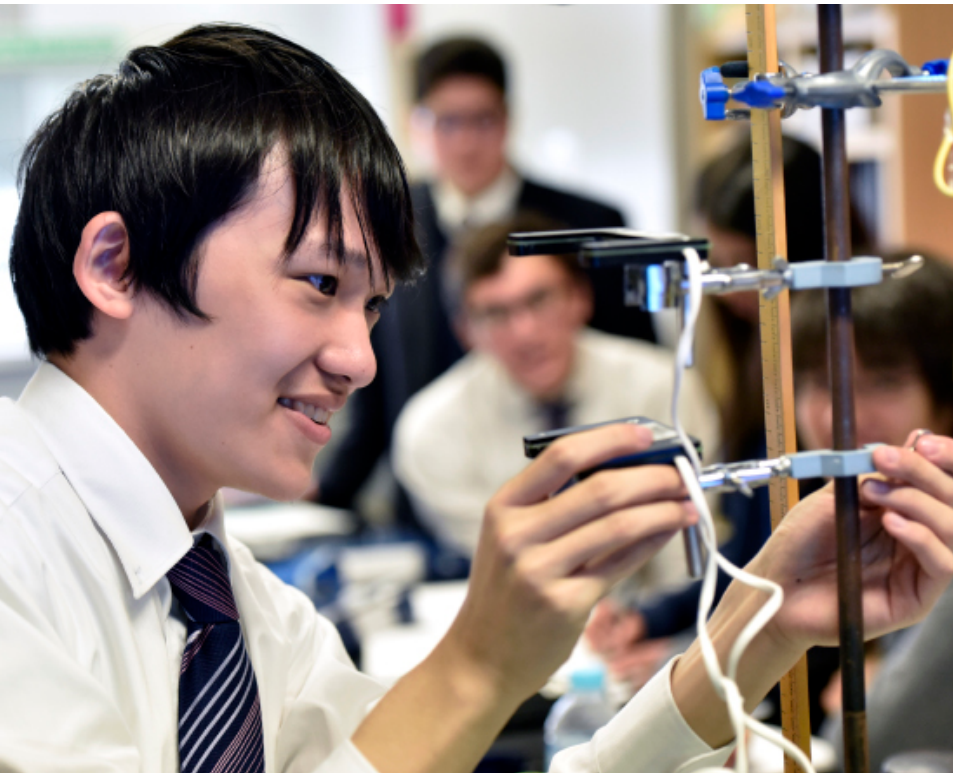
The school is well known internationally for its high academic standards, for the care they take with each individual student of any ability and for the happy, multicultural environment that they provide for learning and play.

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



The British School in Tokyo

Head of Secondary – Required for August

The British School in Tokyo (BST) is seeing to appoint an experienced and dynamic individual to lead the Secondary School into the next significant chapter of its development. The successful candidate will have a proven track record of outstanding senior leadership and a compelling educational philosophy which aligns with the BST approach and ethos.

The Head of Secondary will have a passion for pedagogical development coupled with curriculum design and will work closely with the Principal, the whole school Senior Leadership Team and Secondary Leadership Team to implement the School's Strategic Vision.

This is a unique and thrilling opportunity for a senior leader with proven experience to join our vibrant school community where we seek to inspire students through exceptional learning opportunities, and where a commitment to excellence in teaching is prioritised.

Ideally, we would like the successful applicant to join the school in August 2021. However, if necessary, a later start can be considered for the desired candidate.

Role

The Head of Secondary shall be someone with a genuine educational philosophy and a reflective intellect, together with strategic insight and great powers of communication. A commitment to the highest possible standards and pursuit of excellence in all aspect of the school's provision is also essential. The Head of Secondary will be intent on ensuring that every student is known, valued and supported to achieve their personal best.

Responsibilities and Duties

- Professional educational leader of the Secondary section of BST;
- Working closely with the Principal and the Board to enable the school to continue to thrive;
- Establishing and maintaining the highest standards of professionalism and integrity;
- Taking a lead role in the budgetary and staffing processes for the Secondary School;
- Responsible for reporting to the Principal and the Board about the Secondary School's operations and its projects for the future;
- Responsible for the health and safety of all Secondary School students and staff including life balance and well-being. ^[1]_[SEP]

Person Specification

The successful candidate should be committed to:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community;
- Advocating, nurturing, and sustaining a curriculum which provides for imagination and intellectual fulfilment;

- Building a team of teachers committed to the highest standards and continuing professional development;
- Ensuring management of the organisation, operations, and resources for a safe, efficient, and effective learning environment;
- Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources;
- Acting with integrity, fairness, and in an ethical manner;
- Advocating an international mindset and cultural understanding.

Experience and Education

- Be a careful change-leader aiming at excellence in all walks of school life with determination to reinforce BST's standing as a national institution;
- Holder of a University degree and fully qualified as a teacher;
- Has already demonstrated success in school leadership and management ideally within an international context;
- Has international educational exposure and perspective; capable of adjusting to the pace and lifestyle in Tokyo;
- As well as being a senior educationalist will also possess commercial acumen and understanding of the need for persuasive communication and relations with the total community.

Skills Required

- Be a skilled manager and leader who can effectively lead a large scale and sophisticated school;
- Be a collaborative leader and team- player capable when necessary of decisive decision making;
- Be a confident and impressive communicator who will command the interest and imagination of staff, students and parents.
- Be an internationalist who understands the particular needs of expatriate families as well as those Japanese families seeking an international education, and who takes seriously new cultural perspectives.

How to Apply

Closing date for applications: **Friday 26th February 2021**

Longlisted applicants interviewed the week beginning: **Monday 1st March 2021**

Shortlisted applicants interviewed the week beginning: **Monday 8th March 2021**

This post is subject to an enhanced DBS check or International Child Protection Check.

An attractive package including accommodation will be extended to the successful candidate.

Further information about the school is available on the School's website www.bst.ac.jp

