

Recruitment FAQs

Contents

Overseas-hire teachers	1
Local-hire teachers and teaching assistants	5
Business group (non-education) staff	9

Overseas-hire teachers

Where is Harrow International School Appi, Japan located?

Harrow Appi is in Iwate prefecture in the Tohoku region of northern Japan, about 500km north of Tokyo; the closest train station is Appikogen on the Hanawa line. Appikogen is a beautiful part of the world, with mountains and forests surrounding the Harrow Appi campus, on our doorstep is a ski resort and a golf course. The closest large town is Morioka, about 40 minutes by car, however daily living necessities can be found in Hachimantai city close to Appikogen.

What kind of school is Harrow Appi?

We are a co-educational school, Year 7 to Year 13. We follow the National Curriculum of England and Wales (although we are mindful of our setting in Japan) and we follow the UK school year, from August to June. We are a full 7-day a week boarding school so our students are with us all the time, including evenings and weekends during term time.

Do you have any requirements regarding qualifications or experience?

- Teachers must have a recognised teaching qualification, either a UK qualification such as a B.Ed. or PGCE (or internationally recognised high-quality equivalents), or a qualification from your home country that fully licences you as a teacher.
- All candidates will ideally have at least 5 years of post-qualification teaching experience, including a sustained period teaching in a strong UK-based school or a high-quality international school, and appropriate experience teaching the National Curriculum of England, IGCSE/GCSE and A-Levels. Preference will be given to candidates with prior boarding experience.

Where do you advertise?

We advertise on our website and in the Times Educational Supplement (TES) online. We also occasionally use some other teaching-based websites like Teachanywhere.

How do I apply?

- Please complete the online Harrow application form in our recruitment portal at https://career.aisl-edu.com/home/school?n=Harrow_Appi and upload the requested

documentation along with an up-to-date CV and recent photograph of you. Incomplete applications will not be considered.

- If there are no jobs listed that are suitable you can send your details through the Expression of Interest link in the portal; though please note that all vacant positions are advertised.
- Please do not send additional documents, especially large .pdf or .jpeg photos/scans of passport copies, diplomas, references etc. with your initial application.

Can I apply from overseas?

Whilst many of our classroom teachers are recruited directly from the UK, we welcome applications from suitably qualified and experienced teachers from across the world.

I'm not British, can I apply?

Yes, we welcome applications from all nationalities. However, please do see the section above on relevant experience and qualifications.

When will I hear back from you?

You will receive an automatic reply from the portal acknowledging your application. After this we will then only contact successfully short-listed candidates, although we may contact you and ask for references prior to short-listing.

How will I be interviewed if you're in Japan and I'm not?

All recruitment is completed online.

What does the school benefits package cover?

The benefits package for teachers, in addition to salary, is as follows:

- An initial two-year contract.
- Up to 1 month's annual salary as an annual discretionary bonus paid mid-contract and at renewal.
- Onsite or offsite accommodation.#
- Seasonal ski pass (covering the Appi ski resort) and discounted passes for visiting family; winter sports equipment provided and discounted ski lessons.
- Discounted golf and tennis.
- Free Onsen (hot springs) pass for use within the Appikogen resort.
- Termly return shinkansen (bullet train) tickets to Tokyo.
- Health insurance coverage for teachers and dependents*.
- Airfare and baggage allowance provided from/to point of origin at the beginning and end of the contract period.
- All working visa and work permits paid by the school.

1-, 2- or 3-bedroom accommodation either onsite (for residential staff) or close by in the resort area.

*Through the Japanese national health insurance scheme

What does the school cover in terms of relocation?

We provide a single economy class air ticket from the UK (or where you are recruited from) to Japan when you join and also a single economy class ticket back to the UK when you leave – this is for teachers and dependant family members.

We also provide a relocation contribution for your belongings from your point of recruitment to Japan and back again.

Does Harrow Appi sponsor visas for non-Japanese staff?

Yes, we ensure all full-time and part-time staff have a valid work visa when they start with Harrow Appi. We will also arrange visas for dependent family members. Please note that the sponsorship process can take 6-to-8 weeks.

In order to be eligible for a work visa in Japan you must have a degree. We do not sponsor visas or arrange work permits for supply staff.

Please note that Japan Immigration does not allow dependant visas for unmarried couples (and does not recognise same-sex marriages), so we will not be able to arrange dependant visas for partners, fiancés or, unfortunately, same-sex couples.

Can I work before my visa is ready?

No, it is illegal.

Can I get a discount on school fees if I send my children to Harrow Appi?

Yes, if you have dependent children of secondary school age they will be eligible for a discounted place at Harrow Appi (assuming their English and academic ability is of an appropriate standard).

Please contact the HR department for more details.

What about if I have primary age children?

Harrow Appi is a senior school only. If appointed, education for teachers' Primary aged children will take place in local Japanese schools.

There will be support finding local primary education, and schools locally offer Japanese language support for expat children, but it will be education in a local Japanese school predominantly in Japanese. Culturally and educationally, this will be a challenge; careful consideration should be made before applying if you have young children. Current Harrow Appi staff do have children in the local schools and those children are thriving.

Harrow Appi is a boarding school, does that mean I will be working 24/7 with no time off?

You will work hard, yes; but there will be downtime. Dependent on responsibilities, teaching staff will undertake one evening of boarding house duty per week and one Saturday shift every third weekend (under the current timetable). All staff will also be required to offer at least two co-curricular activities per week and at least one Super Curriculum activity. There will also be concerts,

expeditions, weekend trips, and *ad hoc* events where support will be needed.

All of that said, we are based in a mountain resort. The ski slopes are minutes away. You could easily ski, mountain bike, or hike in the morning, ahead of duties in the afternoon. And, when not involved in school activities, you'll have evening and weekend downtime – with all of the delights of Appi on your doorstep.

Do I need to be able to speak English?

Yes, the language of the school is English. A reasonable degree of proficiency in spoken and written English is required for all staff. Teachers are required to be fluent English speakers.

What about Japanese?

Japanese isn't required for classroom teacher roles, only for specific non-academic posts (as specified in the respective job descriptions).

What checks are done on applicants?

We take safeguarding very seriously and require successful applicants to obtain an enhanced DBS (Disclosure & Barring Service) or ICPC (International Child Protection Certificate) check, or national equivalent. We will also ask for at least two references, one of which should be your current/most recent Head/Principal.

Local-hire teachers and academic support staff

Where is Harrow International School Appi, Japan located?

Harrow Appi is in Iwate prefecture in the Tohoku region of northern Japan, about 500km north of Tokyo; the closest train station is Appikogen on the Hanawa line. Appikogen is a beautiful part of the world, with mountains and forests surrounding the Harrow Appi campus, on our doorstep is a ski resort and a golf course. The closest large town is Morioka, about 40 minutes by car, however daily living necessities can be found in Hachimantai city close to Appikogen.

What kind of school is Harrow Appi?

We are a co-educational school, Year 7 to Year 13. We follow the National Curriculum of England and Wales (although we are mindful of our setting in Japan) and we follow the UK school year, from August to June. We are a full 7-day boarding school so our students are with us all the time, including evenings and weekends during term time.

Do you have any requirements regarding qualifications or experience?

- Teachers must have a recognised teaching qualification, either a UK qualification, such as a B.Ed. or PGCE, or a qualification from your home country that allows you to work in a state school.
- All teaching candidates will ideally have at least 5 years of post-qualification teaching experience, including a sustained period teaching in a strong UK-based school or a high-quality international school, and appropriate experience teaching the National Curriculum of England, IGCSE/GCSE (with A Levels offered from 2024). Preference will be given to candidates with prior boarding experience.
- Staff in academic support roles must have a university degree so we will be able to apply for a work visa. Applicants who have experience working in education will be at an advantage.

Where do you advertise?

We advertise on our website and in the Times Educational Supplement (TES) online. We also occasionally use some other teaching-based websites like Teachanywhere.

How do I apply?

- Please complete the online Harrow application form in our recruitment portal at https://career.aisl-edu.com/home/school?n=Harrow_Appi and upload the requested documentation along with an up-to-date CV and recent photograph of you. Incomplete applications will not be considered.
- If there are no jobs listed that are suitable you can send your details through the Expression of Interest link in the portal; though please note that all vacant positions are advertised.
- Please do not send additional documents, especially large .pdf or .jpeg photos/scans of passport copies, diplomas, references etc. with your initial application.

Can I apply from overseas?

Locally-hired teachers and academic support staff are generally hired in Japan, so it is very unlikely we will recruit someone from overseas. However if you have a plan to come to Japan anyway, for example you will be an accompanying partner, then we would be interested in your application.

I'm not British, can I apply?

Yes.

When will I hear back from you?

You will receive an automatic reply from the portal acknowledging your application. After this we will then only contact successfully short-listed candidates, although we may contact you and ask for references prior to short-listing.

How will I be interviewed if you're in Japan and I'm not?

All recruitment is completed online.

What does the school benefits package cover?

The benefits package for local-hire teachers and academic support staff, in addition to salary, is as follows:

- Subsidised accommodation
- Up to 1 month's annual salary as an annual discretionary bonus paid mid-contract and at renewal.
- Seasonal ski pass (covering the Appi ski resort) and discounted passes for visiting family; winter sports equipment provided and discounted ski lessons.
- Discounted golf and tennis.
- Free Onsen (hot springs) pass for use within the Appikogen resort.
- Annual return shinkansen (bullet train) tickets to Tokyo.
- Health insurance coverage for teachers and dependents*.
- All working visa and work permits paid by the school.

1-, 2- or 3-bedroom accommodation either onsite (for residential staff) or close by in the resort area.

*Through the Japanese national health insurance scheme

What does the school cover in terms of relocation?

The school does not provide a contribution towards your moving costs to Appikogen.

Does Harrow Appi sponsor visas for non-Japanese staff?

Yes, we ensure all full-time and part-time staff have a valid work visa when they start with Harrow Appi. We will also arrange visas for dependent family members. Please note that the sponsorship process can take 6-to-8 weeks.

In order to be eligible for a work visa in Japan you must have a degree. We do not sponsor visas or arrange work permits for supply staff.

Please note that Japan Immigration does not allow dependant visas for unmarried couples (and does not recognise same-sex marriages), so we will not be able to arrange dependant visas for partners, fiancés or, unfortunately, same-sex couples.

Can I work before my visa is ready?

No, it is illegal.

I am a dependent, can I work at Harrow Appi?

- Subject to a suitable vacancy being available, if you have a degree – yes, we can arrange a work visa for you.
- If you don't have a degree – yes, we can arrange a work permit attached to your dependant-visa status; however, you will only be able to work for a maximum of 28 hours per week.

Can I get a discount on school fees if I send my children to Harrow Appi?

This is not available to support staff

What about if I have primary age children?

Harrow Appi will only have a senior school and therefore we won't be able to cater for primary aged students, so their education will take place in the local Japanese community. There will be support finding local primary education, and schools locally have offered Japanese language support for expat children, but it will be education in a local Japanese school predominantly in Japanese. Culturally and educationally this will be a challenge, not to mention in terms of language, as such careful consideration should be made before applying if you have young children.

Harrow Appi is a boarding school, does that mean I will be working 24/7 with no time off?

You will work hard, yes; but there will be downtime. Dependent on responsibilities, teaching staff will undertake one evening of boarding house duty per week and one Saturday shift every third weekend (under the current timetable). All staff will also be required to offer at least two co-curricular activities per week and at least one Super Curriculum activity. There will also be concerts, expeditions, weekend trips, and *ad hoc* events where support will be needed.

All of that said, we are based in a mountain resort. The ski slopes are minutes away. You could easily ski, mountain bike, or hike in the morning, ahead of duties in the afternoon. And, when not involved in school activities, you'll have evening and weekend downtime – with all of the delights of Appi on your doorstep.

Do I need to be able to speak English?

Yes, the language of the school is English therefore a high degree of proficiency in spoken and written English is required.

What about Japanese?

This is not necessary for teachers or TAs, though it is beneficial to the school as we have Japanese speaking students.

What checks are done on applicants?

We take safeguarding very seriously and look for successful applicants to obtain an enhanced DBS (Disclosure & Barring Service) or ICPC (International Child Protection Certificate) check, or national equivalent where possible. We will also ask for at least two references.

Non-academic staff

Where is Harrow International School Appi, Japan located?

Harrow Appi is in Iwate prefecture in the Tohoku region of northern Japan, about 500km north of Tokyo; the closest train station is Appikogen on the Hanawa line. Appikogen is a beautiful part of the world, with mountains and forests surrounding the Harrow Appi campus, on our doorstep is a ski resort and a golf course. The closest large town is Morioka, about 40 minutes by car, however daily living necessities can be found in Hachimantai city close to Appikogen.

What kind of school is Harrow Appi?

We are a co-educational school, Year 7 to Year 13. We follow the National Curriculum of England and Wales (although we are mindful of our setting in Japan) and we follow the UK school year, from August to June. We are a full 7-day boarding school so our students are with us all the time, including evenings and weekends during term time.

Where do you advertise?

We usually advertise for business group positions on our website and on some local recruitment sites such as CareerCross and Adecco.

How do I apply?

- Please complete the online Harrow application form in our recruitment portal at https://career.aisl-edu.com/home/school?n=Harrow_Appi and upload the requested documentation along with an up-to-date CV and recent photograph of you. Incomplete applications will not be considered.
- If there are no jobs listed that are suitable you can send your details through the Expression of Interest link in the portal; though please note that all vacant positions are advertised.
- Please do not send additional documents, especially large .pdf or .jpeg photos/scans of passport copies, diplomas, references etc. with your initial application.

Can I apply from overseas?

Non-academic staff are generally hired in Japan, so it is very unlikely we will recruit someone from overseas. However if you have a plan to come to Japan anyway, for example you will be a trailing spouse, then we would be interested in your application.

I'm not British, can I apply?

Yes.

When will I hear back from you?

You will receive an automatic reply from the portal acknowledging your application. After this we will then only contact successfully short-listed candidates, although we may contact you and ask for references prior to short-listing.

Where will I be interviewed?

All recruitment is being completed online.

What does the school benefits package cover?

The benefits package for business group staff, in addition to salary, is as follows:

- Health and social insurance through the Japanese equivalent of National Insurance/the NHS
- Generous holiday allowance
- Subsidised accommodation
- Up to 1 month's annual salary as an annual discretionary bonus
- Seasonal ski pass (covering the Appi ski resort) and discounted passes for visiting family; winter sports equipment provided and discounted ski lessons.
- Discounted golf and tennis.
- Free Onsen (hot springs) pass for use within the Appikogen resort.
- Annual return shinkansen (bullet train) tickets to Tokyo.
- All working visa and work permits paid by the school.

What does the school cover in terms of relocation?

The school does not provide a contribution towards your moving costs to Appikogen.

Does Harrow Appi sponsor visas for non-Japanese staff?

Yes, we ensure all full-time and part-time staff have a valid work visa when they start with Harrow Appi. We will also arrange visas for dependent family members. Please note that the sponsorship process can take 6-to-8 weeks.

In order to be eligible for a work visa in Japan you must have a degree. We do not sponsor visas or arrange work permits for supply staff.

Please note that Japan Immigration does not allow dependant visas for unmarried couples (and does not recognise same-sex marriages), so we will not be able to arrange visas for partners, fiancés or, unfortunately, same-sex couples.

Harrow Appi is a boarding school, does that mean I will be working 24/7 with no time off?

Non-academic staff will not necessarily be involved with the boarding side of the school so you would not be expected to have scheduled duties with students as the teaching staff would. However a commitment to helping the school to provide an all-round holistic education is a must and you should understand that work may involve supporting school events during evenings and weekends.

Can I work before my visa is ready?

No, it is illegal.

I am a dependent, can I work at Harrow Appi?

- If you have a degree – yes, we can arrange a work visa for you.

- If you don't have a degree – yes, we can arrange a work permit to go along with your dependant-visa status; however, you will only be able to work for a maximum of 28 hours per week.

Do I need to be able to speak English?

Yes, the language of the school is English therefore a reasonable degree of proficiency in spoken and written English is required.

What about Japanese?

This is necessary for some non-academic roles and preferable for all.

What checks are done on applicants?

We take safeguarding very seriously and look for successful applicants to obtain an enhanced DBS (Disclosure & Barring Service) or ICPC (International Child Protection Certificate) check, or national equivalent where possible. We will also ask for at least two references.