



Employment Information

www.bst.ac.jp

BST 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 1,300 students aged between 3 and 18, representing over 60 different nationalities.

The Primary School is flourishing, and a new state of the art, central Tokyo primary school campus with outstanding facilities opened its doors in August 2023.

The Secondary School, housing extensive facilities, is conveniently situated and forms part of an expanding educational hub on the leafy campus of Showa Women's University.

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 positive, multicultural environment provided for learning and play.



We look to nurture each student's unique potential and strive to help them create a strong sense of self, built around purpose and passion.

Campuses, Classrooms & Facilities

BST operates on two campuses. The Primary School is located at Azabudai Hills, a step away from the famous Tokyo Tower; while the Secondary School is situated on an extensive university campus at Sangenjaya, only two stops from Shibuya.

Classrooms at BST are all equipped with state of the art technology, and there are a number of laptop/iPad sets on both sites for student use. Specialist facilities include art & design and photography rooms, drama studio and well-appointed music rooms. At both campuses, 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 20 in Nursery and Reception, to 22 in Year 1 and above.



1300+

Over 1,300 students are enrolled at BST, representing over 60 nationalities.

Years 12 & 13: 130 students. The school is currently working to transition to the International Baccalaureate Diploma Programme (IBDP) for students in Years 12 and 13.

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]: 270 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]: 660 students. A challenging curriculum designed to give a balanced educational experience.

Nursery and Reception: 110 students. Covering seven areas of learning and development exploring children's views and interests as part of the Early Years Foundation Stage framework.

Clubs & Activities

BST's curriculum is complemented by a vast array of clubs which cater for interests in sport, art, music, and languages as well as other creative areas such as cooking, urban farming, app writing and dancing. The school 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 Secondary School 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.



Accreditations, Inspection & Memberships

- **COBIS** (Council of British International Schools): Patron's Accreditation
- **CIS** (Council of International Schools): Member
- **FOBISIA** (the Federation of British International Schools in Asia): Member
- **JCIS** (Japan Council of International Schools): Member
- **IAPS** (Independent Association of Prep Schools): Member
- **ISI** (Independent Schools Inspectorate): DfE BSO approved
- **BTEC** (Business and Technology Education Council): Approved Centre
- **ASDAN** (Award Scheme Development and Accreditation Network): Member

Leadership

Principal of the School
Mr Ian Clayton
Head of Primary School
Ms Eleanor Loran
Head of Secondary School
Mr Stewart Brown

Deputy Head of Primary
Ms Hannah Pinkney
Ms Nicola Hill
Deputy Head of Secondary
Mr Omar Murtaza
Mr Duncan Grey

Teacher of Spanish

Job Description

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|-------------------------|---|
| Reports to | Director of Languages |
| Responsibilities | Teaching Spanish to Years 7 to 13, Form Tutor and contributing to the extracurricular programme |

The MFL Department

The Languages Department consists of eleven teachers and includes Spanish, French and Japanese. The KS3 curriculum is internally constructed and prepares students for further study where we currently offer Edexcel IGCSE French and Spanish and GCSE Japanese at KS4 and AQA A Level French and Spanish and Edexcel A Level Japanese at KS5. However, in 2025 BST will begin the transition to IBDP for Years 12 and 13. Results in external examinations are highly impressive across KS4 and 5 in terms of attainment and progress. Students in recent years have gone on to study language-related courses at a range of top universities in the UK, Japan and many other countries. The role would suit an enthusiastic teacher with a passion for languages and who cares about the holistic development of the students. We are looking for someone who understands the use of effective research-informed pedagogical strategies, has extensive subject knowledge to facilitate challenge for all students and experience with teaching mixed ability classes.

Key Areas of Responsibility

Teaching and Learning

- In liaison with, and under guidance from, the Subject Leader, plan and teach lessons and units of work at KS3,4 & 5
- Be an exemplary teacher, clearly demonstrating effective planning, teaching organisation, and demanding high standards of attainment and behaviour in all lessons
- Use evidence-informed strategies to plan and deliver lessons that promote progress and challenge for all students
- Guide students to reflect on the progress they have made and their emerging needs
- Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Monitor individual student achievement and respond accordingly
- Have a secure knowledge of the relevant subject and curriculum areas, foster and maintain students' interest in the subject, and address misunderstandings
- Have high expectations of behaviour, and establish a framework for adhering to the schools code of conduct
- Contribute to the relevant sections of the school's evaluation and improvement documentation
- Attend and participate in regular meetings
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues

Other roles

- Run, or assist in running, extra-curricular and service activities
- Deliver assigned Wednesday afternoon Explore sessions, Duke of Edinburgh or Life Skills
- Complete duties around the school in accordance with the weekly Duty Rota
- Attend, and take an active part in, residential curriculum trips as part of the BST Outdoors programme
- Be a Tutor as part of our House system.
- Make a positive contribution to the wider life and ethos of the school
- Communicate effectively with parents with regard to students' achievements and well-being.
- Treat students with dignity, building relationships rooted in mutual respect
- Have regard for the need to safeguard students' well-being, in accordance with the schools provision
- Other reasonable requests made by the Head of the Secondary School and Senior Leadership Team.

| PERSON SPECIFICATION | Essential | Desirable |
|--|-----------|-----------|
| Experience | | |
| Prior experience of teaching IBDP for 3+ years in a high performing international setting. | | ✓ |
| A track record of success at teaching in the secondary phase, within a British Curriculum context including (I)GCSE. | ✓ | |
| Confidence with data, and an ability to use assessment data to inform planning, targeted interventions and personalised learning strategies. | ✓ | |
| Qualifications | | |
| Additional professional certifications demonstrating advanced knowledge in pedagogy, curriculum development, or educational leadership. | | ✓ |
| Master's degree or higher in a relevant subject or in education. | | ✓ |
| Knowledge | | |
| Knowledge of the essential qualities for exceptional teaching and learning, alongside up-to-date learning about evidence-informed pedagogy and practices. | ✓ | |
| Confidence in assessment for learning techniques, and knowledge of how to personalise learning to meet the diverse needs of high-achieving students. | ✓ | |
| Familiarity with the latest trends in digital education, including AI, adaptive learning technologies, and global education trends. | | ✓ |
| Knowledge of current safeguarding child protection procedures and best practices. | ✓ | |
| Skills and Abilities | | |
| Ability to design and deliver engaging, innovative, and challenging lessons that foster academic excellence and intellectual curiosity. | ✓ | |
| Highly developed classroom management skills, with the ability to establish a culture of high expectations, positivity and respect across diverse student cohorts. | ✓ | |
| Personal Attributes | | |
| Able to inspire, challenge and motivate students of all abilities. | ✓ | |
| Embraces challenge, overcomes difficulty and approaches all aspects of school life with positivity, a can-do attitude and good humour. | ✓ | |
| A passionate advocate for student-centred learning, continuously exploring ways to inspire and challenge students beyond the classroom. | ✓ | |
| A role model for students, demonstrating integrity, empathy, and a commitment to making a positive impact on the wider school community. | ✓ | |

Benefits Package for Expatriate Teachers 2024-2025

- Initial 2-year contract. Renewable thereafter if mutually agreed.
- Starting salary as indicated on the Employment Contract (Adjustments are made according to experience and qualifications).
- School-subsidised part-furnished apartment in central Tokyo. Detailed conditions and regulations set out in the BST Policy document “Provision of School Accommodation.”
- Standard U.K. term dates (181 teaching day calendar), plus non-teaching days (up to 20 days).
- Annual Travel Allowance for you, your spouse and dependent children. 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.
- 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”).
- Freight allowance for personal effects (amounts and limitations set out in the BST Policy document “School Funded Freight”).
- Annual gratuity payment made in June of each academic year.
- Additional 5% of basic salary towards personal pension.
- Medical insurance cover through the Japanese national insurance system for you, your spouse and dependent children.
- Commutation allowance covering actual costs of daily journey to and from school.
- Japanese Pension system lump sum withdrawal – up to five years’ worth of contributions into the Japanese pension scheme are usually available as a lump sum payment when you leave Japan within 10 years (subject to conditions).