

# Employment Information



The British School in Tokyo (BST) was founded as a charitable trust in 1989 to provide a British-style education in Tokyo. The school was established on a site in central Tokyo leased from, and adjacent to the well-respected Japanese private school, Shibuya Kyoiku Gakuen. In the early years, children were from ages 5 to 10 and the majority were British, in contrast to the situation today where the school provides education from age 3 to 18 and has over 1,100 students, from over 65 nationalities.

The School continued to grow and in particular to attract substantial numbers of non-British children, especially from other European countries and from Australia. Therefore, in 2006 the Trustees entered into an agreement with Showa Women's University to open a second school in newly renovated accommodation on their campus. Both schools continued to grow, with parents being attracted by the growing reputation for academic excellence, care for individual student needs and a happy, international environment in which to learn.

In 2010 the decision was taken to expand the school to age 18 and in 2012 the first students graduated directly to university.

The purpose of the school is to provide a world class British education to English speaking students of the international community in Tokyo, and to inspire the students to thrive as global citizens.

The school aims to nurture students with the following values:

- Confidence in our ability
- Excellence in everything we do
- Responsibility to ourselves and others



## 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.



# 1,100+

Over 1,100 students are enrolled at BST, representing over 65 nationalities.

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

Years 10 & 11: 120+ students, all of whom are preparing for International General Certificate of Secondary Education (IGCSE/GCSE) examinations (Edexcel & CIE).

Years 7-9 [Key Stage 3]: 242 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]: 508 students. A challenging curriculum designed to give a balanced educational experience.

Nursery and Reception: 117 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

**Deputy Head of Secondary**  
Mr Duncan Grey



## **English as an Additional Language Teacher in Secondary**

**Job Title:** English as an Additional Language  
**Reporting to:** Assistant Head for Student Support Services

### **Key Areas of Responsibility**

#### **Teaching and Learning**

The post holder has responsibility for the development and on-going review of English as an Additional Language (EAL) and Academic English teaching and learning in the Secondary school. There may be the opportunity to teach in KS2 and lead professional development in these areas across other phases of the school.

Specific responsibilities include:

- Being an exemplary classroom practitioner, setting high expectations, delivering purposeful lessons, and delivering feedback that challenges and motivates students from a variety of different cultural and linguistic backgrounds to see the value of and pursue excellence in academic English and literacy.
- Identifying students in need of support with their learning of the English language.
- Teach students within the Student Support Services cohort who will benefit from explicit Academic English support.
- Maintenance of an up-to-date register of EAL-categorised students within the Student Support Services framework.
- Delivering support in a number of ways, ranging from the teaching of discrete English Language classes to collaboration with colleagues in the planning, delivery and assessment of teaching and learning in their respective areas.
- Liaison with other staff, such as School Leaders, Department Heads, Year Group Leaders, Form Tutors and University Counsellors on matters pertaining to the interests of relevant students.
- Ensuring that the EAL curriculum is vertically articulated throughout the Secondary School.
- Keeping all staff informed of developments and best practices in the teaching of EAL and Academic English.
- Contributing to staff training and development in the fields of EAL and Academic English.
- Advising the Assistant Head (Student Support Services) in the ordering of suitable EAL and Academic English resources.
- Communication with parents as appropriate, including the provision of quality reports on their children's progress in English as part of the school's reporting cycle.
- Promoting a positive image of EAL and Academic English in the wider community at, for example, parents evenings and in contribution to school and external publications, whether in print or electronically.
- Assessment and reporting on student progress using the WIDA Language assessment model.
- To play an active and integral part in a Team Around the Child (TAC) approach to support co-occurring difficulties and differences.
- Create an EAL learner profile, to set targets, monitor progress and provide support strategies for class teachers.

#### **Other roles**

- Run, or assist in running, extra-curricular and service activities.
- 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 House Tutor as part of our Vertical Tutoring/House system.

#### **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

- Other reasonable requests made by the Senior Leadership Team.

**We require:**

- A fully qualified teacher
- A knowledge, understanding and experience of the British curriculum (or a willingness to learn if experience is in other curricula).
- An interest in the latest pedagogical approaches to teaching and learning.
- A passion for your area and genuine care for the wellbeing of young people.
- Willingness and ability to take on an extra-curricular role.
- Determination and ability to supply one of the best educational experiences in the world for learners.



## **Benefits Package for Expatriate Teachers 2020-2021**

1. Initial 2-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.