



MALVERN
COLLEGE TOKYO

Job description

Job title	Class Teacher	Section/Department	Academic - PYP
Division/School	Malvern College Tokyo	Service location	Tokyo, Japan
Reporting line	Founding Headmaster	Effective date	August 2023

Roles and Responsibilities	
Job Purpose	<p>This position will be expected to teach and support the PYP programme.</p> <p>As a Malvern College teacher the postholder will play a full role in the school’s curricular, co-curricular and pastoral programmes.</p>
Main Academic Duties and Responsibilities	<ul style="list-style-type: none"> ● Take responsibility for a primary class, supporting, nurturing and taking a genuine interest in the holistic development of all children in that class; ● Work closely with the PYP Coordinator and PYP colleagues to ensure the effective delivery of the PYP programmes and to design and implement a relevant, challenging and rigorous curriculum; ● Plan and deliver lessons, ensuring attention is given to appropriate differentiation; ● Contribute to collaborative learning at all levels of school life; ● Create inquiry-based classrooms that develop critical thinking skills, knowledge and a range of skills within an environment based on trust and respect; ● Select relevant resources and digital tools to support and enhance learning; ● Develop appropriate assessment tasks, providing timely and effective feedback that enhances pupil learning; ● Communicate effectively with pupils, parents and colleagues in a professional manner; ● Write formal reports on a termly basis; ● Provide appropriate pastoral support as and when necessary; ● Contribute to the school’s House system; ● Attend Parents’ Meetings, Open Mornings, Admissions Days and CPD as appropriate; ● Play an active role in the school’s co-curricular programme; ● Play a full part in the school’s admissions process including attending Saturday Admissions day(s) as required; and ● Assist with any other duties, tasks or jobs as may be reasonably requested by the Headmaster.
Key Relationships	
Internal	<ul style="list-style-type: none"> ● Pupils ● Headmaster and MCT management team ● School’s administrative and academic/teaching staff ● Human Resources team
External	<ul style="list-style-type: none"> ● Parents ● External co-curricular partners as appropriate



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Position Requirements	
Academic Requirements	<ul style="list-style-type: none">● Minimum Bachelor's Degree;● A recognised teaching qualification for the required age range (e.g. B.Ed., PGCE).
Required Working Experience	<ul style="list-style-type: none">● Minimum two years' teaching experience in primary years education;● Previous experience of teaching the IB PYP is preferred, although outstanding candidates without prior IB experience will be considered;
Competencies	<ul style="list-style-type: none">● An appreciation of the IB Philosophy is required;● All staff employed by the College to teach PYP would be expected to hold a current IB training qualification, at minimum of Category 1 level, within the given subject area prior to taking up the position;● Ability to communicate with pupils, colleagues and parents, and to build strong relationships with all members of the school community;● Ability and willingness to work collaboratively;● Familiarity with various teaching resources including, where appropriate, digital tools to support and enhance teaching and learning;● Sensitivity to the cultural differences found in Japan and the willingness to develop and maintain a cross-cultural approach to work.
Additional Requirements	<ul style="list-style-type: none">● A willingness and commitment to contribute fully to the life of the pupils and school beyond the academic day, including active participation in the academic enrichment and co-curricular programmes.● Demonstrate a positive `can-do` attitude during the important start-up years of the College.