

# Certified English Language and Literature Teacher

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**Base:**

K. International School Tokyo – Secondary School

**Curriculum:**

Lower Secondary (G6–G8), IGCSE (G9–G10), IB Diploma Programme (DP) (G11–G12)

**Grade/s:**

Grades 6–12

**Period:**

August 2022 – June 2024 (Possible annual renewal depending on appraised work performance and school needs)

**Overview:**

- Teach Lower Secondary, IGCSE and DP English Language and Literature to students in the Secondary School.
- Plan and implement lessons in line with IGCSE/DP methods and school requirements.
- Provide academic support to students when required.
- Provide feedback on student progress and achievement to parents/guardians.
- Prepare official documentation as required.
- Contribute to maintaining a positive, pleasant environment within the school.
- Perform student supervisory duties and other general duties as requested.

**Notes:**

- University degree relevant to the position required.
  - Must hold a valid, relevant teaching credential from a recognized teacher registration authority.
  - Advanced proficiency in English required.
  - Minimum 2 years' full-time classroom teaching experience required. Experience within an IB and/or IGCSE environment preferred but not essential.
  - Working hours 8:00 a.m. to 5:00 p.m., Monday to Friday. A number of Saturdays during the year for annual school events.
  - Applications from local and overseas candidates welcome.
  - Visa sponsorship available.
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